

# **EDI Formats**

**January 10, 2000**

## EDI Formats

### File and Folder (Directory) Names

We propose to standardize our procedures for electronic data transmission to contractors, confirming orders and submitting manifests. We anticipate that processing will be more efficient and far less error-prone if all contractors followed a uniform procedure. As part of the standardization, each contractors' part of our ftp site will be organized in the same way.

Note about file names: **bold** indicates a literal name; *italic* indicates a format.

#### FTP site structure

Each contractor will continue to have a folder (directory) in our ftp site labeled with the contractor's name. The contractor folder will have subfolders named **EDIfiles**, **confirmation** and **manifests** (if the contractor prepares manifests). The folder **EDIfiles** will have subfolders named by date (*yyyymm*).

#### EDI files

We will place EDI files into the appropriate date subfolder of the **EDIfiles** folder. The contractor should not place any files into the **EDIfiles** folder, including subfolders.

Here is an example of an EDI file name:

*yyyymmddhhmm\_cyc\_8\_1z\_so.cust*

*yyyymmddhhmm* is year, month, date, hour and minute.

**cyc** is for cycle orders.

**\_8** is the warehouse number; substitute as appropriate

**\_1z** is the cycle group; substitute as appropriate; omit for daily orders.

**\_so** is for standing orders; substitute **sb** for subscription orders; omit for files having both so's and subs.

**cust** is for the customer file; substitute **prod** for the product file.

EDI files will be formatted according to "Format for Transmitting Data to Fulfill Orders" (attached).

#### Confirmation files

The contractor will place its confirmation file into the **confirmation** folder. The confirmation file will be named as follows:

*date\_cyclegroup.cfm*

where *date* has the format *yyyymmdd*; omit *cyclegroup* if the file contains orders from more than one cycle group. No other file types should be placed into the **confirmation** folder.

Confirmation files will be formatted according to "Format for Transmitting Confirmation Data" (attached).

## **EDI Formats**

### **File and Folder (Directory) Names**

#### **Manifest files**

Contractors that submit manifests will have a **manifests** subfolder under their contractor folder in our ftp site. Manifests should be placed into the **manifests** folder. Manifest files will be named as follows:

*date\_type.man*

No other file types should be placed into the **manifests** folder.

## **EDI Formats**

### **Order Fulfillment Data**

This section describes proposed formats for data required by contractors to fulfill orders. The data will be transmitted as two separate files, one containing customer, the other product information. (See the *File and Folder Names* section above for file names.) Table 1 is the identifier that will identify each record as a customer or product record; it will serve to check whether records appear in the correct file. Table 2 list values of the product flag. Table 3 lists values of the shipping codes used in the customer file. Table 4 shows customer and order information, and Table 5 shows product information to be transmitted to the contractor.

Records are separated by a carriage return and line feed. Fields are variable length. They are separated by '@' (ASCII character 174).

Note that all money amounts are in "currency" format, which means two decimal places.

**Table 1**  
**Record Type**

<b>Code</b>	<b>Record Type</b>
C	Customer
P	Product

**Table 2**  
**Product Flag**

<b>Flag</b>	<b>Product Type</b>
F	Folded
L	Flat
B	Bound
T	Translucent
D	Digital
R	Forms

# EDI Formats

## Order Fulfillment Data

**Table 3**  
**Shipping Codes**

Shipping Code	Service
AF	Air Freight
CD	Courier Delivery
CS	Canadian Service (shipper defined by NOAA)
F	USPS First Class
FA	USPS International Air
FAPP	USPS International Air Parcel Post
FE	Federal Express
FZ	First Class, Zoned
IFE	International Federal Express
IPA	USPS International Priority Air
P	USPS Priority Mail
PU	Hold for Pick Up
RC	RPS Commercial
RCS	RPS Canada
RR	RPS Residential
T	Truck
U	UPS
U1	UPS Next Day
U2	UPS 2-Day
UC3	UPS 3-Day Commercial
UC	UPS Commercial
UR	UPS Residential

# EDI Formats

## Order Fulfillment Data

**Table 4**  
**Customer and Order Information File**

Field Name	Maximum Field Length	Format
Record Type (See Table 1)	1	Alphanumeric
Customer ID	10	Alphanumeric
Order ID	10	Alphanumeric
Purchase Order Number	15	Alphanumeric
Handling & Shipping	6	Currency
Amount Paid	10	Alphanumeric
Amount Due	10	Alphanumeric
Attention	32	Alphanumeric
Name	32	Alphanumeric
Address1	32	Alphanumeric
Address2	32	Alphanumeric
Address3	32	Alphanumeric
City	25	Alphanumeric
State	2	Alphanumeric
Zip	10	Alphanumeric
Country	32	Alphanumeric
Shipping Method	4	Alphanumeric
Special Instructions/Remarks	80	Alphanumeric
Refund Amount	8	Currency
Invoice Amount	10	Currency
Bill Flag	1	Y/N
Back Order Credit	8	Currency
Invoice Total	12	Currency

## EDI Formats

### Order Fulfillment Data

Field Name	Maximum Field Length	Format
Subscription Amount	10	Currency
Value of Shipment	10	Currency
Total Amount	12	Currency

**Table 5**  
**Product Information File**

Field Name	Maximum Field Length	Format
Record Type (See Table 1)	1	Alphanumeric
Customer ID	10	Alphanumeric
Order ID	10	Alphanumeric
Product ID	10	Alphanumeric
Product Description	30	Alphanumeric
Edition	4	Integer
Quantity	6	Integer
Discount Percent	3	Percent
Bin Location	10	Alphanumeric
Back Order Flag	6	Alphanumeric
Product Flag (see Table 2)	1	Alphanumeric
Pay Amount	10	Currency
Unit Amount	10	Currency
Unit Weight (Ounces)	6	Decimal (xxxx.x)

## EDI Formats

### Confirmation Data

This section describes new data formats to be used by contractors in transmitting confirmation files to AC&C. (See the *File and Folder Names* section above for file names.) Table 3 above lists values of the shipping codes. Table 6 shows confirmation data formats.

Records are separated by a carriage return and line feed. Fields are variable length. They are separated by '@' (ASCII character 174) , which cannot be typed on a keyboard. It should thus be impossible for it to be entered into the database inadvertently.

**Table 6**  
**Confirmation File**

Field Name	Maximum Field Length	Format
Order ID	10	Alphanumeric
Sequence Number	4	Alphanumeric
Ship Date (yyyymmdd)	8	Alphanumeric
Shipping Code	4	Alphanumeric
Tracking Number	22	Alphanumeric
Weight (Ounces)	6	Decimal (xxxx.x)
Bill Flag	1	Y/N



## Format for NIMA Product and Customer Address Files

All files are located on NIMA's FTP server and are in TEXT format.

### Product File –

<u>Title</u>	<u>Column #'s</u>
DODAAC or Account Number	1 – 6
Stock Number	7 – 21
Quantity	22 - 26
Blank	27
Weight (Pounds)	28 – 32
Weight (Ounces)	33 – 34
Number of Extra Labels	35 – 36
Mode Code	37
NIMA's Internal Producer Code	38

### Address File

<u>Title</u>	<u>Column #'s</u>
B (Indicates Account Number)	1 – 6
C (Indicates Customer Address, 3 – 9 lines)	7 - 50

## Appendix B

## Sample - PRODUCT File

AC0058	ENR	USHCHT01	00002	00006	05	00	F
AC0058	ENR	USHCHT02	00002	00006	05	00	F
AC0058	ENR	USHCHT05	00002	00006	05	00	F
AC0058	ENR	USLCHT13	00002	00006	05	00	F
AC0058	ENR	USLCHT17	00002	00006	05	00	F
AC0058	ENR	USLCHT19	00002	00006	05	00	F
AC0058	ENR	USLSET	00002	00006	05	00	F
AC0064	ENR	AKLSET	00006	00024	07	00	F
AC0064	ENR	USHCHT01	00004	00024	07	00	F
AC0064	ENR	USHCHT02	00004	00024	07	00	F
AC0064	ENR	USHCHT05	00004	00024	07	00	F
AC0064	ENR	USLCHT17	00040	00024	07	00	F
AC0064	ENR	USLCHT19	00040	00024	07	00	F
AC0064	ENR	USLSET	00005	00024	07	00	F
AC0087	ENR	USHCHT01	00020	00065	05	02	F
AC0087	ENR	USHCHT02	00020	00065	05	02	F
AC0087	ENR	USHCHT05	00020	00065	05	02	F
AC0087	ENR	USLCHT13	00092	00065	05	02	F
AC0087	ENR	USLCHT17	00095	00065	05	02	F
AC0087	ENR	USLCHT19	00077	00065	05	02	F
AC0087	ENR	USLSET	00010	00065	05	02	F
AC0090	ENR	USHCHT01	00008	00045	07	01	F
AC0090	ENR	USHCHT02	00008	00045	07	01	F
AC0090	ENR	USHCHT05	00008	00045	07	01	F
AC0090	ENR	USLCHTAA1	00028	00045	07	01	F
AC0090	ENR	USLCHT13	00008	00045	07	01	F
AC0090	ENR	USLCHT17	00180	00045	07	01	F
AC0090	ENR	USLCHT19	00008	00045	07	01	F
AC0090	ENR	USLSET	00006	00045	07	01	F
AC0066	ENR	USHCHT01	00002	00021	00	00	F
AC0066	ENR	USHCHT02	00002	00021	00	00	F
AC0066	ENR	USHCHT05	00002	00021	00	00	F
AC0066	ENR	USLCHT13	00009	00021	00	00	F
AC0066	ENR	USLCHT17	00001	00021	00	00	F
AC0066	ENR	USLSET	00009	00021	00	00	F
AC0129	ENR	USLCHT13	00040	00031	00	00	F
AC0129	ENR	USLCHT17	00040	00031	00	00	F
AC0129	ENR	USLCHT19	00035	00031	00	00	F
AC0129	ENR	USLCHT27	00030	00031	00	00	F
AC0129	ENR	USLSET	00005	00031	00	00	F
JM3301	ENR	AKHCHT1	00002	00044	00	00	F
JM3301	ENR	AKLSET	00002	00044	00	00	F
JM3301	ENR	USHCHT01	00010	00044	00	00	F
JM3301	ENR	USHCHT02	00010	00044	00	00	F
JM3301	ENR	USHCHT05	00010	00044	00	00	F
JM3301	ENR	USLCHT13	00010	00044	00	00	F
JM3301	ENR	USLCHT17	00010	00044	00	00	F
JM3301	ENR	USLCHT19	00010	00044	00	00	F
JM3301	ENR	USLCHT27	00014	00044	00	00	F
JM3301	ENR	USLSET	00016	00044	00	00	F
JM3826	ENR	AKHCHT1	00016	00065	00	01	F
JM3826	ENR	AKLSET	00016	00065	00	01	F

## Sample - Customer Address File

B AC0058  
C XU AVIATION BRANCH SAFETY OFFICE  
C ATTN FLIGHT PUBLICATIONS OFFICER  
C BLDG 115 SHAMROCK STREET  
C FT RUCKER AL 36362-5034  
B AC0064  
C XU USAAVNC DIR OF EVAL STDZN  
C ATTN ATZQ ESF FLT STDZN DIV  
C FT RUCKER AL 36362-5214  
B AC0087  
C XU CAIRNS ARMY AIRFIELD  
C BLDG 30101 BASE OPERATIONS  
C FT RUCKER AL 36362-5230  
B AC0090  
C XU CDR USAAVNC  
C FLT TNG CONTRACTOR  
C BLDG 4509  
C FT RUCKER AL 36362-5230  
B AC0086  
C XU REDSTONE ARMY AFLD  
C OPNS OFF BLDG 4808  
C REDSTONE ARSENAL AL 35898-5320  
B AC0129  
C XU 131 AV CO E AASF 2  
C 5701 EAST LAKE BLVD  
C BIRMINGHAM AL 35217-3599  
B JM3301  
C 42 OS OSAAB  
C 220 W ASH ST  
C MAXWELL AFB AL 36112-6608  
B JM3826  
C 357 TAS DO  
C 401 W MAXWELL BLVD  
C MAXWELL AFB AL 36112-6501  
B Z65100  
C COMMANDING OFFICER  
C ATTN FLIGHT SERVICES  
C COAST GUARD AVIATION TRAINING CTR  
C 8501 TANNER WILLIAMS ROAD  
C MOBILE AL 36608-8322  
B AC0063  
C XU COMMANDER U S ARMY AVIATION CENT  
C DIRECTORATE OF TRAINING DOCTRINE  
C ATTN ATZQ TDS P BLDG 6014  
C FT RUCKER AL 36362  
B AC0085  
C XU US ARMY AVIATION CENTER  
C LOWE AHP AFLD OPNS  
C BLDG 40110  
C FT RUCKER AL 36362-5000  
B JM4805  
C 358 FS DOV

**Format for NIMA Product and Customer Address Files**

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<u>Title</u>	<u>Column #'s</u>
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<u>Title</u>	<u>Column #'s</u>
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AC0058	ENR	USLCHT13	00002	00006	05	00	F
AC0058	ENR	USLCHT17	00002	00006	05	00	F
AC0058	ENR	USLCHT19	00002	00006	05	00	F
AC0058	ENR	USLSET	00002	00006	05	00	F
AC0064	ENR	AKLSET	00006	00024	07	00	F
AC0064	ENR	USHCHT01	00004	00024	07	00	F
AC0064	ENR	USHCHT02	00004	00024	07	00	F
AC0064	ENR	USHCHT05	00004	00024	07	00	F
AC0064	ENR	USLCHT17	00040	00024	07	00	F
AC0064	ENR	USLCHT19	00040	00024	07	00	F
AC0064	ENR	USLSET	00005	00024	07	00	F
AC0087	ENR	USHCHT01	00020	00065	05	02	F
AC0087	ENR	USHCHT02	00020	00065	05	02	F
AC0087	ENR	USHCHT05	00020	00065	05	02	F
AC0087	ENR	USLCHT13	00092	00065	05	02	F
AC0087	ENR	USLCHT17	00095	00065	05	02	F
AC0087	ENR	USLCHT19	00077	00065	05	02	F
AC0087	ENR	USLSET	00010	00065	05	02	F
AC0090	ENR	USHCHT01	00008	00045	07	01	F
AC0090	ENR	USHCHT02	00008	00045	07	01	F
AC0090	ENR	USHCHT05	00008	00045	07	01	F
AC0090	ENR	USLCHTAA1	00028	00045	07	01	F
AC0090	ENR	USLCHT13	00008	00045	07	01	F
AC0090	ENR	USLCHT17	00180	00045	07	01	F
AC0090	ENR	USLCHT19	00008	00045	07	01	F
AC0090	ENR	USLSET	00006	00045	07	01	F
AC0066	ENR	USHCHT01	00002	00021	00	00	F
AC0066	ENR	USHCHT02	00002	00021	00	00	F
AC0066	ENR	USHCHT05	00002	00021	00	00	F
AC0066	ENR	USLCHT13	00009	00021	00	00	F
AC0066	ENR	USLCHT17	00001	00021	00	00	F
AC0066	ENR	USLSET	00009	00021	00	00	F
AC0129	ENR	USLCHT13	00040	00031	00	00	F
AC0129	ENR	USLCHT17	00040	00031	00	00	F
AC0129	ENR	USLCHT19	00035	00031	00	00	F
AC0129	ENR	USLCHT27	00030	00031	00	00	F
AC0129	ENR	USLSET	00005	00031	00	00	F
JM3301	ENR	AKHCHT1	00002	00044	00	00	F
JM3301	ENR	AKLSET	00002	00044	00	00	F
JM3301	ENR	USHCHT01	00010	00044	00	00	F
JM3301	ENR	USHCHT02	00010	00044	00	00	F
JM3301	ENR	USHCHT05	00010	00044	00	00	F
JM3301	ENR	USLCHT13	00010	00044	00	00	F
JM3301	ENR	USLCHT17	00010	00044	00	00	F
JM3301	ENR	USLCHT19	00010	00044	00	00	F
JM3301	ENR	USLCHT27	00014	00044	00	00	F
JM3301	ENR	USLSET	00016	00044	00	00	F
JM3826	ENR	AKHCHT1	00016	00065	00	01	F
JM3826	ENR	AKLSET	00016	00065	00	01	F

## Sample - Customer Address File

B AC0058  
C XU AVIATION BRANCH SAFETY OFFICE  
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C BLDG 115 SHAMROCK STREET  
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C XU USAAVNC DIR OF EVAL STDZN  
C ATTN ATZQ ESF FLT STDZN DIV  
C FT RUCKER AL 36362-5214  
B AC0087  
C XU CAIRNS ARMY AIRFIELD  
C BLDG 30101 BASE OPERATIONS  
C FT RUCKER AL 36362-5230  
B AC0090  
C XU CDR USAAVNC  
C FLT TNG CONTRACTOR  
C BLDG 4509  
C FT RUCKER AL 36362-5230  
B AC0066  
C XU REDSTONE ARMY AFLD  
C OPNS OFF BLDG 4808  
C REDSTONE ARSENAL AL 35898-5320  
B AC0129  
C XU 131 AV CO E AASF 2  
C 5701 EAST LAKE BLVD  
C BIRMINGHAM AL 35217-3599  
B JM3301  
C 42 OS OSAAB  
C 220 W ASH ST  
C MAXWELL AFB AL 36112-6608  
B JM3826  
C 357 TAS DO  
C 401 W MAXWELL BLVD  
C MAXWELL AFB AL 36112-6501  
B Z65100  
C COMMANDING OFFICER  
C ATTN FLIGHT SERVICES  
C COAST GUARD AVIATION TRAINING CTR  
C 8501 TANNER WILLIAMS ROAD  
C MOBILE AL 36608-8322  
B AC0063  
C XU COMMANDER U S ARMY AVIATION CENT  
C DIRECTORATE OF TRAINING DOCTRINE  
C ATTN ATZQ TDS P BLDG 6014  
C FT RUCKER AL 36362  
B AC0085  
C XU US ARMY AVIATION CENTER  
C LOWE AHP AFLD OPNS  
C BLDG 40110  
C FT RUCKER AL 36362-5000  
B JM4805  
C 358 FS DOV

## Print Orders Report

Appendix C

Company: AC&amp;C

11

P.O. Date: 05-Oct-2001

Vendor: 3 (Bindagraphics Inc)

SKU Code	Edition #	Total Printed	Shelf Stock	Vendor Part No.	NIMA Lot Number
A	72	38014	1153		
AREA1X	72	0	0		
AREA2X	72	0	0		
AREA2	72	13	10		
EHAK1	72	9088	181		
EHAK1Z	72	12	10		
EHUS1	72	35253	811		
EHUS1X	72	12	4		
EHUS1Z	72	17	10		
EHUS2	72	38887	832		
EHUS2X	72	15	6		
EHUS2Z	72	13	10		
EHUS3X	72	72	12		
EHUS4X	72	129	30		
EHUS5	72	37000	812		
EHUS5X	72	119	34		
EHUS5Z	72	13	10		
EHUS6X	72	10	6		
ELAK1	72	9992	323		
ELAK1Z	72	12	10		
ELAK3	72	10273	313		
ELAK3Z	72	12	10		
ELUS1	72	34850	1188		
ELUS11	72	37543	1818		
ELUS11Z	72	13	10		
ELUS13	72	48497	2077		
ELUS13X	72	18	6		
ELUS13Z	72	13	10		
ELUS14X	72	30	10		
ELUS15	72	36789	1287		
ELUS16Z	72	13	10		
ELUS16X	72	1	1		
ELUS17	72	50360	2078		
ELUS17X	72	30	10		
ELUS17Z	72	33	10		
ELUS18X	72	84	28		
ELUS19	72	48239	2725		
ELUS18X	72	53	18		
ELUS19Z	72	13	10		
ELUS1Z	72	13	10		
ELUS20X	72	57	19		
ELUS21	72	48800	2471		
ELUS21X	72	15	5		
ELUS21Z	72	13	10		
ELUS22X	72	21	7		
ELUS23	72	43719	2508		
ELUS23X	72	10	5		
ELUS23Z	72	13	10		
ELUS24X	72	8	3		
ELUS25	72	35118	1804		
ELUS25X	72	22	11		
ELUS25Z	72	14	10		
ELUS26X	72	11	4		
ELUS27	72	40809	1736		
ELUS27X	72	12	6		
ELUS27Z	72	21	10		
ELUS28X	72	8	3		
ELUS29	72	37754	1389		

## National Aeronautical Charting Office

## Print Orders Report

Company: AC&amp;C

P.O. Date: 05-Oct-2001

Vendor: 3 (Bindagraphics Inc)

SKU Code	Edition #	Total Printed	Shelf Stock	Vendor Part No.	NIMA Lot Number
ELUS3Z	72	25	10		
ELUS5	72	38425	1698		
ELUS5Z	72	18	10		
ELUS6X	72	14	7		
ELUS7	72	30803	1129		
ELUS7Z	72	14	10		
ELUS9	72	33584	1459		
ELUS9X	72	8	4		
ELUS9Z	72	17	10		

Grand Total of Total Printed = 741741

- 760 Transluents

740,981 Total Print Quantity

## NOS COLLATED SETS:

ENROUTE HIGH US SET 5630

ENROUTE LOW US SET 4833

AK LOW SET 886

LOW EAST SET ~~4833~~ 1340

LOW WEST SET 427

## NIMA COLLATE SETS:

LOW US SET 19441

LOW ~~AK~~ SET 8407

Z = FLAT

= TRANSLUCENT



# Appendix D<sup>1</sup>

## MATERIAL TRANSFER LIST FOR FOUR-COLOR CHARTS

ELUS

Total Rec'd

1	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
2	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
3	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
4	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
5	Neg1	Neg2	Neg3	Neg5	Neg6		Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
6	Neg1	Neg2	Neg3	Neg5	Neg6		Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
7	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
8	Neg1	Neg2	Neg3	Neg5	Neg6		Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
9	Neg1	Neg2	Neg3	Neg5	Neg6		Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
10	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
11	Neg1	Neg2	Neg3	Neg5	Neg6		Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
12	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
13	Neg1	Neg2	Neg3	Neg5	Neg6		Neg9		Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
14	Neg1	Neg2	Neg3	Neg5	Neg6		Neg9		Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
15	Neg1	Neg2	Neg3	Neg5	Neg6		Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
16	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
17	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9		Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
18	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9		Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
19	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9		Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
20	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9		Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
21	Neg1	Neg2	Neg3	Neg5	Neg6		Neg9		Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
22	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9		Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
23	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9		Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
24	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9		Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
25	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9		Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
26	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
27	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9		Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	
28	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9		Neg11	Neg12	Neg14	Neg15	Neg16	Neg17	

Government's Representative \_\_\_\_\_ Contractor's Representative \_\_\_\_\_ Date Received \_\_\_\_\_ by the Contractor \_\_\_\_\_ Grand Total \_\_\_\_\_ Negs Rec'd \_\_\_\_\_ by the Contractor \_\_\_\_\_

Appendix D<sup>2</sup>

MATERIAL TRANSFER LIST FOR FOUR-COLOR CHARTS

EHUS

Total Rec'd

1	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg14	Neg16	Neg17
2	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg14	Neg16	Neg17
3	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg14	Neg16	Neg17
4	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg14	Neg16	Neg17
5	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg14	Neg16	Neg17
6	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg14	Neg16	Neg17

ELAK

1	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17
2	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17
3	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17
4	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17

EHAK

1	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg16	Neg17
2	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg10	Neg11	Neg12	Neg14	Neg16	Neg17

A

1	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17
2	Neg1	Neg2	Neg3	Neg5	Neg6	Neg7	Neg9	Neg11	Neg12	Neg14	Neg15	Neg16	Neg17

Government's Representative

Contractor's Representative

Date Received by the Contractor

Grand Total Negs Rec'd by the Contractor

## Enroute Printing And Distribution Contract Call Order #1

**Contracting Agency:** U.S. Department of Transportation/Federal Aviation Administration  
Aviation System Standards  
**National Aeronautical Charting Office, AVN-502**  
1305 East West Highway  
Silver Spring, Maryland 20910-3281

**Contractor:** Acme Map Incorporated  
1234 No Where Street  
Anywhere, USA

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<b>Contract Number:</b> DTFA-02-01-C-00000	<b>Starting Date:</b> October 16, 2001
<b>Contract COTR:</b> William M. Maynard	<b>Completion Date:</b> October 24, 2001
AVN-502	<b>Effective Date:</b> November 1, 2001

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To: Acme Map Incorporated:

1. For an abstract of this task, see the attached Print Order that lists the completed quantity requirements.
2. Please review this Call Order. When it is approved, please sign and fax it to Brenda Holmes at **405-954-0042**.
3. The Contracting Officer's Technical Representative (COTR) signature, William M. Maynard (301-713-1983) and the Contracting Officer's signature, Brenda Holmes (405-954-7850) constitutes your authority to proceed with this task. Do not exceed the authorized cost without an authorized amendment to this document.
4. Complete the task as per Section 8.0 "Performance Schedule" of the contract.
5. Technical Points of Contact: Film/Printing - Nick Alsop at 202-482-5586; Distribution - Tew Vises at 301-436-8301 ext. 111 or Sharon Kemp at 301-436-8301 ext. 109.

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COTR Authorized Cost: \$ 000,000 Award # - DTFA-02-01-F-10000

Accounting Data: 1A.X01-.0---.44P---.8W24--.2409.480100.S.--.2.5A21-----  
SSC: 693280 (AVN-502)

COTR Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Contracting Officer  
Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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NOTE: Nothing contained in this Call Order constitutes authority for the Contractor to exceed the dollar amount presently available for performance of this contract, as set forth in the contract.

# JOINT COMMITTEE ON PRINTING SPECIFICATIONS FOR JCP E-40 PAPER

FSC 9310  
Map Paper

## CHEMICAL WOOD MAP, LITHOGRAPHIC-FINISH

JCP E40  
June 1, 1992

Stock: 100 pct bleached chemical wood pulp. The use of melamine-formaldehyde or any material that releases formaldehyde in the atmosphere at concentration of 0.1 ppm or greater shall not be permitted in the manufacture of this paper.

*Note: Recovered fiber, in any percentage, is permitted, provided that the requirements of this Standard are met.*

Acidity: pH value, average, not less than	4.8	
Basis weight: 17 x 22—500 (pounds)	20	22
Metric equivalent (g/m <sup>2</sup> )	75	83
A tolerance of $\pm 5$ pct shall be allowed.		
Wet tensile strength: Average not less than (kg/in):		
Machine direction	1.4	1.7
Cross direction	0.68	0.84
Metric equivalent:		
Machine direction (kN/m)	0.54	0.66
Cross direction (kN/m)	0.26	0.32
Folding endurance: Average, each direction, not less than (double fold):		
M.I.T.	150	175
Schopper	200	230
Bursting strength: Average, not less than:		
Dry (lb/in <sup>2</sup> )	30	33
Wet (lb/in <sup>2</sup> )	3.0	3.3
Metric equivalent:		
Dry (kPa)	200	220
Wet (kPa)	20	22
Opacity: Average, not less than (percent)	90	91
No individual specimen shall average less than (percent)	88	89

Thickness: Average (inch)..... 0.0035 0.0038  
Metric equivalent (mm)..... 0.089 0.097  
A tolerance of  $\pm 0.0005$  inch (0.0127 mm) shall be allowed.  
Paper shall be uniform and shall not vary more than 0.0004 inch (0.0102 mm) from one edge to the other.

Water resistance: Average, not less than (seconds) — 25 30  
Smoothness: Average, each side (units)..... 110 110  
to 80 to 80

Writing quality: Characters written with ball point and felt tip pens shall be clear cut and free from excessive feathering.

Erasing quality: Paper shall retain good ruling, writing, and typing quality, texture, and surface appearance, without ink spreading after repeated erasures. After erasures and burnishing, texture shall permit redrawing of sharp lines in ink.

Blocking: Sheets shall not stick together after being wet with water and then allowed to dry in contact with other sheets of the same paper.

Color, formation, and cleanliness: Paper shall conform to the standard sample(s) as adopted by the Joint Committee on Printing.

For information only, the chromaticity coordinates and luminance value for the standard adopted by the Joint Committee on Printing are

$x=0.320$   
 $y=0.327$   
 $Y=85.0$  pct.

Sampling and testing: Shall be conducted in accordance with standards in Part 2, Government Paper Specification Standards.

*Unless otherwise specified, the following is automatically waived when printing or duplicating is to be accomplished on commercial contract*

Equilibrium relative humidity: Shall be 45 pct  $\pm 5$  pct at 73 °F  $\pm 3.5$  °F (23 °C  $\pm 2$  °C).<sup>1</sup>

Sizing: Paper shall be surface- and internal-sized suitable for satisfactory printing on both sides of the paper on high-speed offset presses equipped with either conventional or alcohol dampening systems.

Curl: Paper shall lie flat with either no tendency to curl or with a curl which can be overcome under reasonable working conditions.

Surface: Shall be free from lint, fuzz, or any particles which will pick, lift, fluff, or pile on the blanket under normal press conditions.

Size and trim: Sheets: Paper shall be furnished in the size(s) ordered and shall be flat, trimmed square on four sides with clean smooth edges, and evenly jogged. A tolerance of  $\pm \frac{1}{16}$  inch (1.588 mm) shall be allowed except for sheets 8  $\frac{1}{2}$  x 14 inches (216 x 356 mm) or less; then a tolerance of  $\pm \frac{1}{32}$  inch (0.794 mm) shall be allowed. Successive sheets within any package shall not differ

from each other by more than  $\frac{1}{16}$  inch (0.397 mm). Paper with the long dimension 32 inches (813 mm) or less shall be considered square if the variation does not exceed  $\frac{1}{16}$  inch (0.794 mm); over 32 inches (813 mm),  $\frac{1}{8}$  inch (1.588 mm).

Grain: Direction of the grain on flat paper shall be as ordered.

Mill inspection: Uniformity of color, thickness, and equilibrium relative humidity; freedom from foreign matter, either loose or attached to the paper; and absence of mechanical defects such as wrinkles, cuts, slime holes, partial sheets, and dog-ears; are all very important. Manufacturers are required to make such inspections and tests as will assure freedom from defects in these characteristics.

Use information: This paragraph is informational only and is not exclusively definitive of the end use.

For high quality multicolor letterpress and offset printing of maps, folded inserts, etc., requiring good folding endurance. Printed matter may include text, line illustrations, and halftones up to 150-line screen. Not suitable for halftone production by letterpress printing.

<sup>1</sup> This requirement may be waived when so stated in the procurement document. If waived, the following is applicable:  
Pressroom conditions: The bulk of this paper will be used in air-conditioned pressrooms maintained at 75 °F  $\pm 3$  °F (24 °C  $\pm 2$  °C) and 45 pct  $\pm 8$  pct relative humidity.

# JOINT COMMITTEE ON PRINTING SPECIFICATIONS FOR JCP G-50 PAPER

FSC 7530  
Bond Paper

25% TRANSLUCENT BOND

JCP G50  
December 1, 1981

Stock: Not less than 25 pct cotton or linen fibers; the remainder bleached chemical wood pulp.  
Acidity: pH value, average, not less than..... 5.0  
Resin: Average, not to exceed..... percent..... 2.0  
Basis weight: 17 x 22—500..... pounds..... 16  
Metric equivalent..... g/m<sup>2</sup>..... 60

A tolerance of  $\pm 5$  pct shall be allowed.

Folding endurance: Average, each direction, not less than—double folds—  
M.I.T..... 75  
Schopper..... 75  
percent..... 70

Opacity: Average, not to exceed..... percent..... 70  
*Note: The paper should freely transmit ultra-violet light in near visible portion of the spectrum. It should retain its ultra-violet light transparency with age, remaining free from that degree of discoloration which would materially reduce its printing speed. If treated to aid transparency, the materials used shall not cause bleeding or feathering of the image nor effecting in the file.*

Ruling and writing qualities: Lines ruled and characters written with ball point and felt tip pens shall be clear cut and free from excessive feathering.

Erasing quality: Paper shall retain good ruling, writing, and typing quality, texture, and surface appearance, without ink spreading after repeated erasures. Samples from the delivery shall show no greater resistance than the standard sample to removal by abrasion of typewritten characters.

Watermark: Paper shall not be watermarked.

Color, finish, formation, and cleanliness: Paper shall conform to the standard sample(s) as adopted by the Joint Committee on Printing.

For information only, the chromaticity coordinates and luminance value for the standard adopted by the Joint Committee on Printing are

$x=0.320$

$y=0.320$

$Y=86.0$  pct.

Sampling and testing: Shall be conducted in accordance with standards in Part 2, Paper Specification Standards.

*Unless otherwise specified, the following is automatically waived when printing or duplicating is to be accomplished on commercial contract*

Equilibrium relative humidity: Shall be 45 pct  $\pm 8$  pct at 73° F  $\pm 3.5$ ° F (23° C  $\pm 2$ ° C).\*

Sizing: Paper shall be surface- and internal-sized suitable for satisfactory printing on both sides of the paper on high-speed offset presses equipped with either conventional or alcohol dampening systems.

Curly: Paper shall lie flat with either no tendency to curl or with a curl which can be overcome under reasonable working conditions.

Surface: Shall be free from lint, fuzz, or any particles which will pick, lift, fluff, or pile on the blanket under normal press conditions.

Size and trim: Sheets: Paper shall be furnished in the size(s) ordered and shall be flat, trimmed square on four sides with clean smooth edges, and evenly jogged. A tolerance of  $\pm 1/16$

inch (1.588 mm) shall be allowed except for sheets  $8\frac{1}{2}$  x 14 inches (216 x 356 mm) or less; then a tolerance of  $\pm 1/32$  inch (0.794 mm) shall be allowed. Successive sheets within any package shall not differ from each other by more than  $1/16$  inch (0.397 mm). Paper with the long dimension 32 inches (813 mm) or less shall be considered square if the variation does not exceed  $1/16$  inch (0.794 mm); over 32 inches (813 mm),  $1/16$  inch (1.588 mm).

Grain: Direction of the grain on flat paper shall be as ordered. Use information: This paragraph is informational only and is not exclusively definitive of the end use.

For letterpress and offset printing, generally face only, of open master forms, etc., which are used for duplicating in the ammonia process of reproduction. Printed matter may include text and line illustrations.

\*This requirement may be waived when so stated in the procurement document. If waived, the following is applicable:  
Pressroom conditions: The bulk of this paper will be used in air-conditioned pressrooms maintained at 75° F  $\pm 3$ ° F (24° C  $\pm 2$ ° C) and 45 pct  $\pm 8$  pct relative humidity.

## ESTIMATED CHART. QUANTITIES AND COLLATION QUANTITIES EACH PRINTING CYCLE

Solicitation Note: The estimated quantities shown below are based on historical data from 1993 and are presented only as a very rough approximation of the expected scope of the contract. There has been a downward trend in print quantities since this data was collected. The February 1996 printing cycle was for a total print quantity of 765,216 as compared to the 851,995 shown in the chart below. As shown in the addendum to the solicitation setting forth the evaluation factors for award, the estimated quantities to be used for bid evaluation amount to 750,000 copies per cycle on E40 paper and 650 copies per cycle on G50 paper for a total estimated quantity of 750,650 copies per cycle.

A. Printing, trimming and folding quantities: ESTIMATED

Product	E40 Paper Shipped Folded	E40 Paper Shipped Flat	*G50 Paper Shipped Flat Face/Back	Total Quantities
1. Area 1/2	51,000	40	5/0	51,045
2. ELUS 1/2	41,800	40	0/0	41,840
ELUS 3/4	43,700	40	0/0	43,740
ELUS 5/6	43,700	40	0/4	43,744
ELUS 7/8	36,200	45	0/0	36,245
ELUS 9/10	38,100	40	8/0	38,148
ELUS 11/12	43,200	40	0/0	43,240
ELUS 13/14	51,600	40	7/44	51,691
ELUS 15/16	40,600	40	0/60	40,700
ELUS 17/18	55,300	40	19/72	55,431
ELUS 19/20	54,100	65	75/45	54,285
ELUS 21/22	50,700	40	27/18	50,785
ELUS 23/24	49,500	40	34/22	49,596
ELUS 25/26	41,700	45	84/48	41,877
ELUS 27/28	45,700	45	50/25	45,820
4. EHUS 1/3	43,200	60	15/28	43,303
EHUS 2/4	45,400	60	92/142	45,694
EHUS 5/6	41,500	95	142/14	42,751
5. ELAK 1/2	11,100	40	0/0	11,140
ELAK 3/4	11,400	40	0/0	11,440
6. EHAK 1/2	10,500	40	0/0	10,540
	850,000	975	1020	851,995

\* The quantities noted for G50 paper are printed on one side only. The notation 15/28 on EHUS 1/2, for example, means 15 charts are requested for EHUS 1 and 28 are requested for EHUS 2.

Estimated Collations for NOAA Customers, continued

Number of Charts per Mailing	Number of Mailings of folded charts	Number of Mailings of flat charts	Total Mailings
26	34	0	34
27	36	0	36
28	19	1	19
29	19	0	19
30	65	0	65
31-35	100	0	100
36-40	169	1	170
41-45	70	0	70
46-50	59	0	59
51-55	75	0	75
56-60	46	0	46
61-65	48	0	48
66-70	30	0	30
71-75	46	1	47
76-80	28	0	28
81-85	19	0	19
86-90	32	0	32
91-95	20	0	20
96-100	19	0	19
101-150	122	2	124
151-200	65	2	67
201-300	76	0	76
301-400	30	0	30
401-500	13	1	14
501-600	11	0	11
601-700	4	0	4
701-1000	10	0	10
1001-2000	0	0	0
2001-3000	1	0	1
3001-4000	2	0	2
4000+	4	0	4
	13,601	14	13,615

C. Estimated Number of Labels (Mailings)

1. Total for NOAA customers	14,000
2. Total for DMA customers	2,300
	<hr/> 16,300

# NEGATIVE COMPOSITING TABLE FOR FOUR-COLOR CHARTS

	BLACK COMPOSITE			GREEN COMPOSITE			BROWN COMPOSITE				BLUE COMPOSITE			
	Negative 1 (Line negative) Screen not required	Negative 2 (Line negative) & Screen Blangle 45%	Negative 3 (Line negative) & Screen 120L/25%/15°	Negative 5 (Line negative) Screen not required	Negative 6 (Line negative) & Screen 200L/45%/45°	Negative 7 (Plate tone negative) Vignette screen built-in	Negative 9 (Line negative) Screen not required	Negative 10 (Line negative) & Screen 120L/10%/60°	Negative 11 (Line negative) & Screen 120L/25%/15°	Negative 12 (Line negative) & Screen 200L/45%/45°	Negative 14 (Line negative) Screen not required	Negative 15 (Line negative) & Screen not required	Negative 16 (Line negative) & Screen Blangle 45%	Negative 17 (Line negative) & Screen Blangle 45%
ELUS 1	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□
ELUS 2	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□
ELUS 3	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□
ELUS 4	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□
ELUS 5	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□
ELUS 6	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□
ELUS 7	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□
ELUS 8	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□
ELUS 9	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□
ELUS 10	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□
ELUS 11	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□
ELUS 12	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□
ELUS 13	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□
ELUS 14	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	□	✓	□

- ✓ Contractor picks up each cycle  
 □ Plate retained at Contractor site  
 X Plate not required



# NEGATIVE COMPOSITING TABLE FOR FOUR-COLOR CHARTS

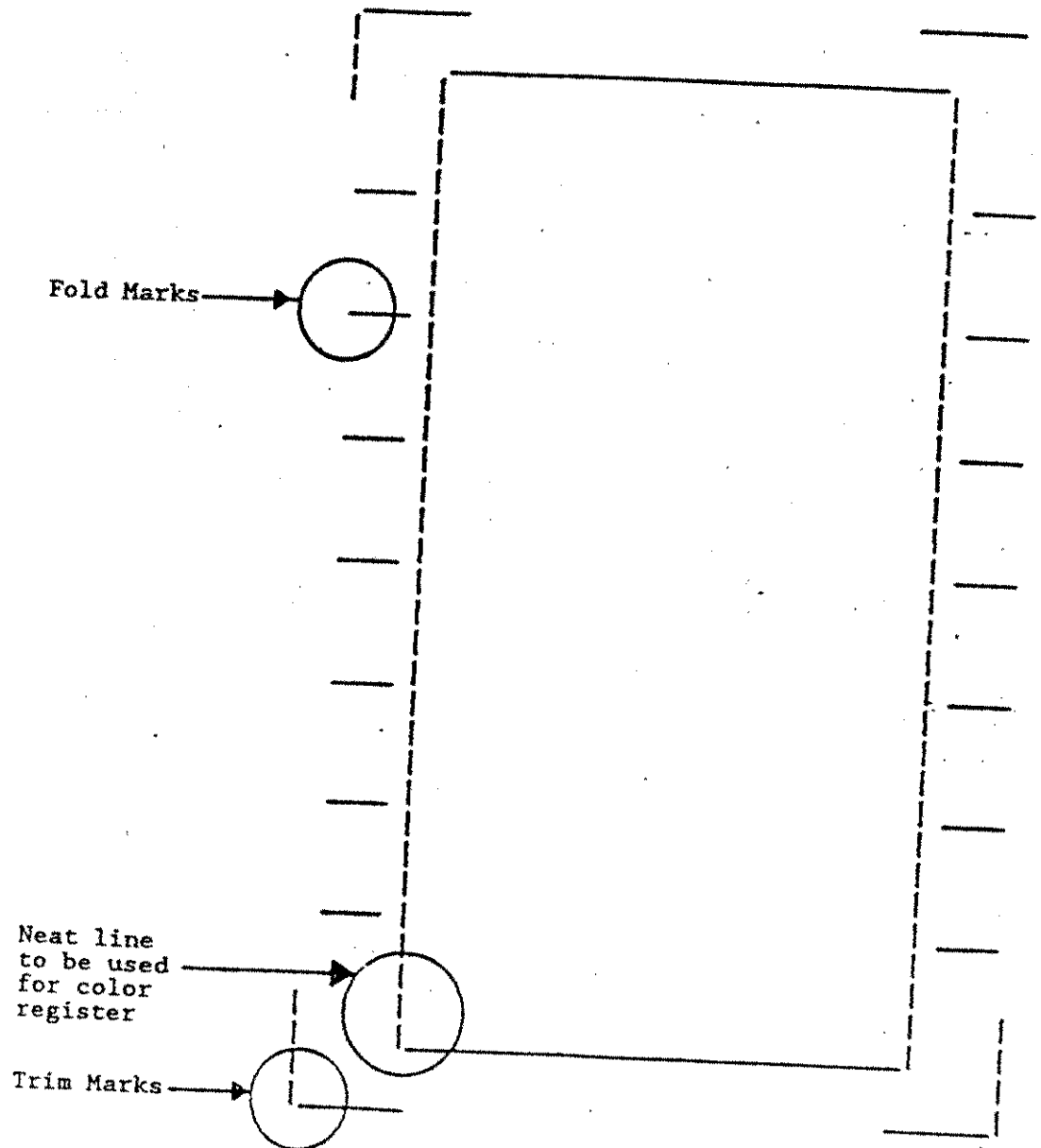
	BLACK COMPOSITE			GREEN COMPOSITE			BROWN COMPOSITE				BLUE COMPOSITE			
	Negative 1 (Line negative) Screen not required	Negative 2 (Line negative) & Screen Blangle 45%	Negative 3 (Line negative) & Screen 120L/25%/15°	Negative 5 (Line negative) Screen not required	Negative 6 (Line negative) & Screen 200L/45%/45°	Negative 7 (Half-tone negative) Magenta screen built-in	Negative 9 (Line negative) Screen not required	Negative 10 (Line negative) & Screen 120L/10%/60°	Negative 11 (Line negative) & Screen 120L/25%/15°	Negative 12 (Line negative) & Screen 200L/45%/45°	Negative 14 (Line negative) Screen not required	Negative 15 (Line negative) & Screen not required	Negative 16 (Line negative) & Screen Blangle 45%	Negative 17 (Line negative) & Screen Blangle 45%
ELUS 15	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗
ELUS 16	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗
ELUS 17	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗
ELUS 18	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗
ELUS 19	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗
ELUS 20	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗
ELUS 21	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗
ELUS 22	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗
ELUS 23	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗
ELUS 24	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗
ELUS 25	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗
ELUS 26	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗
ELUS 27	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗
ELUS 28	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓	✗

# NEGATIVE COMPOSITING TABLE FOR FOUR-COLOR CHARTS

	BLACK COMPOSITE				GREEN COMPOSITE				BROWN COMPOSITE				BLUE COMPOSITE			
	Negative 1 (Line negative) Screen not required	Negative 2 (Line negative) & Screen Blangle 45%	Negative 3 (Line negative) & Screen 120L/25%/15"	Negative 5 (Line negative) Screen not required	Negative 6 (Line negative) & Screen 200L/45%/45"	Negative 7 (Halftone negative) Wynette screen built-in	Negative 9 (Line negative) Screen not required	Negative 10 (Line negative) & Screen 120L/10%/60"	Negative 11 (Line negative) & Screen 120L/25%/15"	Negative 12 (Line negative) & Screen 200L/45%/45"	Negative 14 (Line negative) Screen not required	Negative 15 (Line negative) & Screen not required	Negative 16 (Line negative) & Screen Blangle 45%	Negative 17 (Line negative) & Screen Blangle 45%		
EHUS 1	✓	✓	□	✓	✓	□	✓	□	✓	×	✓	×	✓	✓	✓	
EHUS 2	✓	✓	✓	✓	□	□	✓	□	✓	×	✓	×	✓	✓	✓	
EHUS 3	✓	✓	✓	✓	□	□	✓	□	✓	×	✓	×	✓	✓	✓	
EHUS 4	✓	✓	✓	✓	□	□	✓	□	✓	×	✓	×	✓	✓	✓	
EHUS 5	✓	✓	✓	✓	□	□	✓	□	✓	×	✓	×	✓	✓	✓	
EHUS 6	✓	✓	✓	✓	□	□	✓	□	✓	×	✓	×	✓	✓	✓	
EHAk 1	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	×	✓	✓	✓	
EHAk 2	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	×	✓	✓	✓	
ELAK 1	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	×	✓	✓	✓	
ELAK 2	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	×	✓	✓	✓	
ELAK 3	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	×	✓	✓	✓	
ELAK 4	✓	✓	✓	✓	□	□	✓	□	✓	✓	✓	×	✓	✓	✓	
A-1	✓	✓	✓	✓	□	□	✓	×	✓	✓	✓	×	✓	✓	✓	
A-2	✓	✓	✓	✓	□	□	✓	×	✓	✓	✓	×	✓	✓	✓	

✓ Contractor picks up each cycle  
 □ Plate retained at Contractor site  
 X Plate not required

CHART TRIMMING/FOLDING DIAGRAM



Federal Aviation Administration  
National Aeronautical Charting Office  
Distribution Division  
6501 Lafayette Ave  
Riverdale, Maryland 20737-1199

Ship To:

SIERRA ACADEMY OF AERO  
P O BOX 2429

Date: 10/24/01  
Invoice No.: S1937358  
Customer No.: 192845  
P.O. No.:  
Shipping Method: F

Appendix K

OAKLAND CA 94614 UNITED STATES

Special Instructions/Remarks: Generated from Quotation 1794 Section 1

Shipment contains navigational maps, charts, publications, and related materials produced in the USA. Questions about this order? Call 1 (800) 638-8972

Product	Edition	Description	Qty	Each	Disc (%)	Amount
AREA	72	ENROUTE AREA CHT A1/A2	75	4.10	40	184.50
EHUSSET	72	ENROUTE HIGH US SET	20	12.30	40	147.60
ELAK1	72	ENROUTE LOW ALASKA L1/2	5	4.10	40	12.30
ELAK3	72	ENROUTE LOW ALASKA L3/4	5	4.10	40	12.30
ELAKSET	72	ENROUTE LOW ALASKA SET	2	8.20	40	9.84
ELUS1	72	ENROUTE LOW US L1/2	100	4.10	40	246.00
ELUS3	72	ENROUTE LOW US L3/4	50	4.10	40	123.00

Total number of Packages:0

Amount Paid	Invoice Amount	Handling Charge	Invoice Total	Amount Due
\$0.00	\$735.54	\$0.00	\$735.54	\$735.54

OAKLAND CA 94614

SIERRA ACADEMY OF AERO  
P O BOX 2429

TO:

**PRIORITY**

ID# 228067

PERMIT NO. G-44  
FAA  
POSTAGE & FEES PAID  
PRIORITY MAIL

FROM:  
FAA c/o  
CONTRACTOR  
122 MAIN STREET  
ANYWHERE USA 12345  
Official Business  
Penalty for Private Use \$300

S/N 4086

QTY.	MAP	QTY.	MAP
	ELUSE		ELUS9
	ELUSW		ELUS11
	ELUSSET		ELUS13
20	EHUSSET		ELUS15
			ELUS17
	EHAK1		ELUS19
5	ELAK1		ELUS21
5	ELAK3		ELUS23
2	ELAKSET		ELUS25
	EHUS1		ELUS27
	EHUS2		
	EHUS5		

Package Size:

75 AREA  
100 ELUS1  
50 ELUS3  
50 ELUS5  
50 ELUS7

**P8**

Cust #: 192845

Invoice #:  
S1937358

**FROM:**

NIMA C/O  
CONTRACTOR  
1234 MAIN STREET  
ANYWHERE USA 12345

Official Business  
Penalty for Private Use \$300

FIRST-CLASS MAIL  
POSTAGE & FEES PAID  
NIMA  
PERMIT NO. G-2

ID# 227679

TO:

HS

LIGHT 43 DET 5 DMA PRODUCTS

UNIT 25212

FPO AP 96601-5514

QTY. MAP QTY. MAP  
ELUSE ELUSW ELUSSET  
ELUS11 ELUS13 ELUS15  
ELUS17 ELUS19 ELUS21  
ELUS23 ELUS25 ELUS27  
ELUS1 ELUS3 ELUS6 ELUS7  
AREA  
1  
Cust # N76099  
Invoice # N76099  
PF  
Package Size:

S/N 1

**FROM:**

NIMA C/O  
CONTRACTOR  
1234 MAIN STREET  
ANYWHERE USA 12345

Official Business  
Penalty for Private Use \$300

FIRST-CLASS MAIL  
POSTAGE & FEES PAID  
NIMA  
PERMIT NO. G-2

ID# 227664

TO:

HELICOPTER ANTISUB SQDN

LIGHT 49 DET 8

PO BOX 357135

NAS NORTH ISLAND

SAN DIEGO CA 92135-7135

QTY. MAP QTY. MAP  
ELUSE ELUSW ELUSSET  
ELUS11 ELUS13 ELUS15  
ELUS17 ELUS19 ELUS21  
ELUS23 ELUS25 ELUS27  
ELUS1 ELUS3 ELUS6 ELUS7  
AREA  
2  
Cust # N76062  
Invoice # N76062  
PF  
Package Size:

S/N 1

APPENDIX M

DEFENSE MAPPING AGENCY  
TECHNICAL INSTRUCTIONS FOR  
PACKAGING AND DISTRIBUTION  
of  
DOD  
FLIGHT INFORMATION PUBLICATIONS  
BOOKS, CHARTS,  
and  
RELATED PUBLICATIONS



FIRST EDITION  
MARCH 1990

Prepared By  
DEFENSE MAPPING AGENCY  
COMBAT SUPPORT CENTER  
ST LOUIS, MO 63118-3399

RECORD OF CHANGES AND AMENDMENTS

AMENDMENT/  
CHANGE NOTICE

DATE

EFFECTIVE  
DATE

REMARKS

March 1990

# FOREWORD

**AUTHORITY:** This document is issued under the authority delegated by Department of Defense (DoD) Directive 5105.40, Defense Mapping Agency (DMA) dated 10 August 1978.

## PURPOSE AND SCOPE:

a. These instructions are for the packaging and distribution of the DoD Flight Information Publications (FLIPs) books, charts and related publications. No deviation shall be made from these instructions unless specifically authorized by the Defense Mapping Agency Combat Support Center, Directorate of Plans and Requirements (PR).

b. Conformance to these instructions will insure that all FLIP products will be distributed in accordance with approved methods and standards.

**APPLICABILITY:** These instructions apply to all activities involved in distribution of DoD FLIP books, charts, and related publications.

## CHANGE NOTICES AND AMENDMENTS:

a. Revisions to the instructions will be issued in the form of change notices and amendments.

b. Change notices, which may cover one or more revisions, will remain in force until superseded by a subsequent change notice or amendment. Changes require hand entry in the appropriate place in the instructions. Recipients should maintain the Record of Changes and amendments to assure receipt and posting of all change notices.

c. Amendments will be issued in the form of substitute pages when the quantity of change notices warrants consolidation to improve the readability of the instructions or to introduce major revisions. Asterisks in the left margin will indicate the amended lines. Recipients should replace the old pages with the amended pages. It is also recommended that the amendments be recorded in the Record of Change Notices and Amendments to assure receipt and posting of all amendments.

**SUPERSESSON:** These instructions supersede TI/1FA/019, Defense Mapping Agency Technical Instruction, Sections 1500 and 1600, Distribution of DoD Flight Information Publications, Books, Charts, and Related Publications, 1st Edition, March 1987; Amendment 1, September 1987; Amendment 2, September 1987; and Amendment 3, November 1987.



6. SECURITY: This Technical Instruction is unclassified.

7. RECOMMENDED CHANGE: Recommended changes or comments should be  
made to the specific page, paragraph and line of text. A reason should  
be provided for each comment to ensure understanding and complete  
evaluation. Comments should be forwarded directly to:

Director  
DMA Combat Support Center  
3200 South Second Street  
St. Louis, Missouri 63118-3399  
ATTN: DOS

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**SECTIONS 10-30**  
**DISTRIBUTION INFORMATION**

/ March 1990

10.

PURPOSE

The purpose of this instruction is to furnish to the contractor DMACSC/DOS requirements for distribution of DoD Flight Information Publications (FLIPs) and related publications. Parts of this instruction may not be applicable to a contractor based on contract award of specific publications.

20.

QUALITY STANDARDS

Sampling, measuring and testing for quality is required, in accordance with standards and criteria contained in the DMACSC/DOS, Quality Control, Contractor Quality Control Program for Distribution of Flight Information Publications (FLIPs) and Related Publications.

30.

DISTRIBUTION

All orders filled will include each product shown on the distribution list and will be exact as to the number of pieces required.

March 1990

**SECTION 100**

**PACKAGING AND SHIPPING**

APPLICABLE DOCUMENTS

Domestic Mail Manual (DMM)

International Mail Manual (IMM)

Postal Bulletin

Military Standard (MIL-STD) 129, as amended

Federal Specification PPP-B-636J, as amended

Federal Specification PPP-F-320D, as amended

Federal Specification PPP-T-45D, as amended

Federal Specification PPP-T-60D, as amended

Federal Specification PPP-T-76C, as amended

Federal Specification PPP-T-97D, as amended

DMACSC/DOS Quality Control, Contractor Quality Program for the Distribution of Flight Information Publications (FLIPs) and Related Publications

## 100.a

General

## a.(1)

Publications shall be packed, marked, and labeled for shipment in accordance with current mail manuals (Domestic and International), Military Standard (MIL-STD) 129, and Federal Specifications listed above. Contractors may obtain single copies of the Military Standard and Federal Specifications for bidding purposes without charge from the nearest General Services Administration (GSA) Regional Office. The contractor will be required to maintain a current file of these publications. Federal Specifications may be purchased from the Business Service Center, GSA, Washington, DC 20405. Military Standard 129 may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. The mail manuals may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

## 00.a.(2)

The Domestic Mail Manual (DMM) contains the regulations of the United States Postal Service (USPS) governing its domestic mail services. These regulations include the rates for postage and restriction on its use, description of the classes of mail, special services, and conditions governing their use, requirements for wrapping and mailing, explanations of collection and delivery services, and general provisions concerning the use of postal services and facilities.

100.b.

Definitions

100.b.(1)

Domestic Mail is mail transmitted within, among, and between the United States, its territories and possessions, areas comprising the former canal zone, Army-Air Force Post Offices (APO) and Navy Fleet Post Offices (FPO) and mail for delivery to the United Nations.

100.b.(2)

International Mail is mail addressed to or received from foreign countries and is governed by the provisions of the International Mail Manual.

100.b.(3)

Overseas/OCONUS <sup>Continuous</sup> (Outside the Continental United States) shipments are those addressed to foreign countries, U.S. territories, APOs/FPOs, and Department of State Pouch Room.

100.b.(4)

Domestic/CONUS <sup>Continuous</sup> (Within the Continental United States) shipments are those addressed to within the continental U.S. including Alaska and Hawaii.

100.b.(5),

Military Post Office is a branch of the U.S. Civil Post Office operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel afloat or overseas. The term includes Army-Air Force Post Offices (APOs) and Navy Fleet Post Offices (FPOs). Military post offices provide postal service for military personnel in areas where the United States civil postal service does not operate and in other places where the military situation requires. These units are authorized and discontinued by the postal service, and changes are published in the Postal Bulletin.

100.c.

Civil Post Offices/Hours of Operation

Postmasters are responsible for informing customers of hours of service and will make use of all available means to advertise their business hours.

100.d.

Preparation for Mailing

Articles accepted for mailing shall be prepared according to the general criteria and regulations specified within the Domestic Mail Manual and the International Mail Manual. The postal service will accept properly packaged and marked parcels and reserves the right to refuse nonmailable or improperly packaged articles.

100.e

Types of Loads

In the Domestic Mail Manual, there are three recognized types of loads (easy, average, and difficult). They are determined by the contents, degree of protection, and strength of the package. FLIP products shall be considered an "easy load" up to five (5) pounds, and a "difficult load" thereafter.

Special Instructions

## 100.f.(1)

Letters of instruction and personal guidance covering distribution techniques and processing of Government and commercial bills of lading, postal forms, and so forth, will be provided to the contractor on a one-time basis at the time of his first distribution. Contract changes and/or instructions will be made by written supplement.

## 100.f.(2)

Transportation documents will be released to the contractor in accordance with the distribution action schedule on a letter of transmittal. The contractor will acknowledge receipt by endorsement thereon, annotate any variances on said letter, and return the executed shipping documents to the DMACSC/DOS Traffic Manager (TM). These shall be dispatched to DMACSC/DOS within 24 hours of the scheduled FLIP distribution date. The mode of transportation for return of these documents shall be as specified by the TM.

## 101.

AUTHORIZED SHIPPING CONTAINERS

## 101.a.

Envelopes

## 101.a.(1)

Envelopes may be used as containers for articles when the package can reasonably be expected to be processed and delivered without damage to the contents or other mail. (DMM)

## 101.a.(2)

Letter-Style Envelopes are nongusseted, flat envelopes which meet the requirements of DMM 128.2. Envelopes of this type are acceptable as containers for nonrigid stationery and material of a similar nature, up to one (1) pound in weight and one (1) inch in thickness. Maximum dimensions are 11½" long x 6-1/8" high x 1/4" thick. (DMM)

## 101.a.(3)

Other Envelopes (Flats) exceeding the size and weight described above are acceptable for "easy loads" (up to 5 pounds) when they are made from envelope paper equivalent to 28 substance weight or greater, or are made from extra-strength materials with a Mullen strength in excess of 90 pounds per square inch. Maximum dimensions are 15" long x 12" high x 3/4" thick. (DMM)

## 101.b.

Padded or Reinforced Bags

Exterior ply has a minimum 60-pound basis weight. The container should be no less than 1/4 inch thick. They may only be used for "easy loads."

## 101.c.

Paperboard Box

Paperboard boxes, similar to suit boxes, are acceptable for "easy loads" (up to 5 pounds). Paperboard must be no less than 1/4 inch thick, and there can be no lateral shift of products more than 1/2 inch. Maximum dimensions are 67" in length and girth. (DMM)



101.d.

Shrink-Wrapped Packages

Material may be used with coefficient of friction of .025 to .040 on metal surfaces to 20- to 25-degree elevations. For packages weighing under 3 pounds, shipment requires no internal wrapping; however, shipments weighing between 3 and 5 pounds must be internally wrapped with corrugated or minimum 60-pound basis weight paper. (DMM)

101.e.

Bags, Bales, Bundles, and Wraps

101.e.(1)

Bags, bales, bundles, and wraps will not be accepted for "difficult loads" (shipment over 5 pounds). (DMM)

101.e.(2)

Paper bags and wraps are acceptable for "easy loads" (up to 5 pounds) when they are at least 50-pound basis weight, the strength of the average large grocery bag, and when the items are immune to impact or pressure damage. A combination of plies adding up to or exceeding 50-pound basis weight is not acceptable.

101.e.(3)

Reinforced bags or bags with a minimum of 70-pound basis weight are acceptable for "easy loads" (up to 5 pounds).

101.e.(4)

Plastic bags shall, at a minimum, be at least two mil. thick polyethylene or equivalent for "easy loads" (up to 5 pounds). Experience indicated that plastic bags, which will stretch and resist puncturing and provide a high degree of waterproofness, are more durable than most nonreinforced paper bags.

101.f.

Fiberboard Tubes and Similar Long Packages

Fiberboard tubes and similar long packages are acceptable providing their length does not exceed 10 times their girth. As a minimum, the strength of the tube ends must be equal to the tube sidewall strength except when the contents are lightweight rolled items. In any event, sidewall strength will be equal to solid fiberboard 1/16 inch thick for tubes under 18 inches long, 3/32 inch thick for tubes 18 to 32 inches long, and 5/32 inch thick for tubes over 32 inches long. Crimped or taped end closures are not acceptable. Refer to the Domestic Mail Manual and the International Mail Manual for length restrictions.

101.g.

Fiberboard Box

101.g.1.

All fiberboard boxes must be single wall, corrugated, and the appropriate grade for designated weight shown on Table 1 (Enclosure 100-1).

101.g.(2)

All OCONUS/Overseas shipments must be packed in weather-resistant (V or W) grade box.

101.g.(3)

The grade of the box is noted in the circular or rectangular boxmaker's certificates which lists the gross weight, bursting strength/grade and size limits. The first maximum reached, whether size or weight, shall govern the grade of the box used.

101.g.(4)

The size of the box must be adequate to contain the items and provide enough extra space for cushioning material. If the box is too large and the load is not properly blocked and cushioned, the contents will shift in transit. If it is too small, the cushioning will not be effective, and container failure is liable to occur.

101.g.(5)

Good, rigid used boxes with all flaps intact are acceptable.

101.g.(6)

If a box of the desired size cannot be found, a larger one may be cut down as shown in the DMM.

102.

#### AUTHORIZED CUSHIONING

Cushioning absorbs and distributes forces caused by shock and vibration. Examples of authorized cushioning materials are foamed plastic, rubberized hair, corrugated fiberboard, and loose fill material, such as polystyrene, excelsior, and clean shredded or crumpled paper. Loose fill cushioning must overfill the container prior to closure to hold the item and prevent its shifting, but the cushioning should not distort the container. Combination of several types of cushioning, such as corrugated fiberboard pads and less dense, loose fill material, is most effective in force distribution. Shock and pressure forces must be dissipated over much of the surface of the item as possible.

103.

#### AUTHORIZED CLOSURES, SEALING, AND REINFORCEMENTS OF FIBERBOARD BOXES

103.a.

##### For Closing Manufacturer's Joint

103.a.(1)

CONUS/Domestic. The joint is that seam of a box where the ends of the box blank are joined. The joint of the single-wall (SW) box shall be overlapped and butted. The formed joint shall be secured in accordance with Federal Specification PPP-B-636J, paragraphs 3.4.2.1.1. or 3.4.2.1.2.

103.a.(2)

OCONUS/Overseas. The joint of type CF (corrugated fiberboard) shall be sealed in accordance with Federal Specification PPP-B-636J, paragraphs 3.4.1.1., 3.4.1.1.1., and 3.4.1.1.2.

103.b.

For Carton Closure

103.b.(1)

CONUS/Domestic. Unless otherwise specified, containers shall be closed in accordance with Federal Specification PPP-B-636J, paragraphs 30.3.1., 30.3.1.1., and 30.3.1.2.

103.b.(2)

OCONUS/Overseas. Unless otherwise specified, containers shall be closed in accordance with Federal Specification PPP-B-636J, paragraphs 30.3.2., 30.3.2.1., or 30.3.2.2.

103.b.(3)

Tape

103.b.(3)(a)

Tape is used for closure and sealing. Cellophane and masking tape shall not be used for closure or sealing alone; however, they may be used to augment adhesive closures on envelopes or to cover staples on bags.

103.b.(3)(b)

Paper tape must be at least 60-pound basis weight kraft. This tape is widely used for closure and sealing but is not adequate for reinforcement. Reinforced kraft paper tape is considerably more durable than plain kraft tape, and it takes less time and tape for an equal closure. The adhesives on gummed tapes must be adequately activated prior to application and must be firmly applied with the tape extending at least 3 inches over the adjoining side of the box. Improper application results when the gummed adhesive is not activated or when the water is absorbed by the fibrous container. Adequate activation shall be assumed if the tape remains attached to the container during handling and transportation and if at least 50 percent fiber tear occurs on the surface to which the tape is applied or if the tape delaminated during removal. The tape must be kept from freezing for at least an hour. Care should be taken when extremely cold temperatures are anticipated. Even properly applied gummed tapes tend to crack under these conditions. Paper tape must be a minimum of 3 inches wide.

103.b.(3)(c)

Pressure-sensitive tapes come with various paper, cloth, or plastic backings, both plain and reinforced, and may be readily applied on a clean surface at any temperature above freezing. Application, especially in below freezing temperature, requires that the tape be rubbed down well to assure adhesion. Pressure-sensitive tape should be used on the container in the same way as gummed tape.

103.b.(3)(d)

Sealing of cartons shall be in accordance with any of the following authorized Federal Specification sealing materials:

103.b.(3)(d)1.

PPP-T-45D Gummed Tape--Minimum width, 3 inches--Minimum extension over edge, 3 inches.

103.b.(3)(d)1.a.

Type I--Reinforced asphalt laminated or asphalt-type material, laminated.

103.b.(3)(d)1.b.

Type I, Class 2--Nonstrippable.

103.b.(3)(d)1.c.

Type II--Reinforced nonasphaltic tape.

103.b.(3)(d)2.

PPP-T-60D Pressure-Sensitive, Waterproof, Plastic Tape--Minimum width, 2 inches--Minimum extension over edge, 3 inches--Tensile strength, 25 pounds per square inch--Width, 35 pounds per square inch. Plastic tapes shall be at least as strong in the cross direction as in the long direction.

103.b.(3)(d)3.

PPP-T-76C Pressure-Sensitive Paper Tape--Minimum width, 2 inches--Minimum extension over edge, 3 inches.

103.b.(3)(e)

Application of tape shall be that flaps should be pulled together so that they are adjoining with no gap or unequal closure. Flaps cannot overlap.

103.b.(4)

#### Adhesive

Adhesive is a general term covering cement glue, mucilage, paste, cold emulsion, thermal plastic, and so forth. Adhesive used for closure shall be assumed to have been adequate if at least 50 percent fiber-tear occurs on the surface to which the adhesive was applied. Adhesives used for closure on box flaps or on tapes must remain serviceable in temperatures from minus 20 degrees Fahrenheit to plus 160 degrees Fahrenheit. It is recommended that an adhesive cover at least 50 percent of the box flaps and be applied not more than 1/4 inch from the ends of the box flaps. Alternatively, four strips of hot melt adhesive may be used on each portion of the box flap where the outer flap overlays the inner flap. Each strip will be 3/16 inch wide after compression. Strips should be a maximum 1-1/2 inch apart, with the first strip not more than 1/2 inch from the center seam. All strips will be the full width of the inner flap, or hot melt adhesive should be applied to 25 percent of the area where the outer flap overlays the inner flap.

103.b.(5)

#### Staples and Steel Stitching

Staples and steel stitching are acceptable providing they are spaced not more than 5 inches apart for "easy loads" (up to 5 pounds) and not more than 1-1/4 inch from the ends of the box. Boxes that do not meet these requirements may be made acceptable by application of a strip of 3-inch wide reinforced tape in the gap in the staple closure. Improperly clinched staples in flats and envelopes are not acceptable. "Difficult loads" (over 5 pounds) will have spacing 2-1/2 inches apart, covered with cellophane or masking tape, and positioned not more than 1-1/4 inch from ends of the box.

103.c.

For Carton Reinforcement (Banding)

All containers (domestic and overseas) must be reinforced with banding when the length or width of carton exceeds 8 inches and when the depth/height exceeds 18 inches. Refer to Table II (Enclosure 100-2) for number of required bands. The banding material shall be reinforced filament tape in accordance with Federal Specification PPP-T-97D and be a minimum of 1/2 inch wide. Other types of banding that are authorized include smoothed-edge metallic or nonmetallic banding, minimum of 1/2 inch wide.

104.

LABELS/STICKERS

104.a.

The following labels/stickers will be applied to FLIP shipments as required.

104.b.

DMA Forms 4501/HQ-1 and 4501/HQ-2, Critical to Flying Safety, are to be affixed to each of the four sides of each addressed carton shipped by the contractor. DMA Form 4501/HQ-1, which is 10.1 cm x 10.1 cm (4" x 4"), is to be used for large cartons. DMA Form 4501/HQ-2, which is 6.8 cm x 6.8 cm (2.7" x 2.7"), is to be used when Form 4501/HQ-1 is considered to be too large for the carton. Either form may be used when supply of the other form is exhausted. The label shall be placed on the carton so as to clearly identify the contents as FLIP products to on-base handling elements. To insure maximum attention to the carton, the "Critical to Flying Safety" forms shall not be covered with opaque tape or other opaque material. DMA Form 4501/HQ-2 shall also be placed in the lower left corner on the address side of flat (envelope) and shrink-wrapped type packages. Gummed or pressure-sensitive DMA Form 4501/HQ-1 and 4501/HQ-2 shall be furnished by DMAAC to the contractor in quantities necessary to cover all addressed packages. Alternately, the contractor may provide his own labels for his convenience or obtain preprinted containers, cartons, and envelopes with the DMA Form 4501/HQ-1 and 4501/HQ-2 information preprinted and applied as follows.

104.b.(1)

In all cases, the printing format and the wording shall be identical to that contained in DMA Form 4501/HQ-1 and DMA Form 4501/HQ-2. The size shall be no smaller than DMA Form 4501/HQ-1 and DMA Form 4501/HQ-2 but may be larger to improve clarity.

104.b.(2)

The border and text shall be printed in red (SPC 63542).

104.b.(3)

The DMA Form 4501/HQ-1 and DMA Form 4501/HQ-2 information shall be printed on each of the four sides of the carton. Care must be taken to insure that label images are not placed in such a location that they are covered by opaque tape when sealing the container.

104.c.

The appropriate DMACSC Form 4535/DOS-2 through 11 shall be applied to all four sides of palletized shipments sent to the Airport Mail Facility or General Mail Facility for APO/FPO addresses other than those going directly to London, England, (LON) and Frankfurt, Germany, (FRA).

PS Forms 135/136 (APO/FPO destination tags) and the various customs declaration documents shall be affixed to the address side of the package. It must be affixed where it will not obliterate the return address, consignee's address, or metering strip. Do not affix forms over the flap or joint of box. Do not cover with opaque tape or opaque material.

104.e.

The address label (ODS Label 3) shall be used, one per carton, for addressing. The label shall be placed a minimum of 5/8 inch from the bottom edge of the box and at least 1 inch from the left and right edges of the box. The label is gummed or may be glued on reverse side only. Label will not be affixed on containers over or across flap joints. This label is used for USPS and UPS shipments.

104.f.

A white, crack and peel freight label will be provided for cartons being shipped via a commercial or military freight carrier. Completion and placement of this label is addressed in "Government Bills of Lading", paragraph(s) 109. of this technical instruction.

105.

UNITED STATES POSTAL SERVICE (USPS) MAIL SHIPPING

105.a.

The DMAAC Distribution Division Shipment Control Branch will supply the contractor with preaddressed mail labels (ODS Label 3) to cover all air and surface U.S. and International Mail shipments.

105.b.

Shipments of any lot will be packaged in maximum size containers to the extent possible but not to exceed container weight limitations of 65 pounds for CONUS/Domestic, 45 pounds for OCONUS/Overseas shipments to APOs/FPOs, and the individual country restrictions for international/foreign shipments. There are some APOs/FPOs having a restriction of a maximum of 25 pounds per container. Labels will be provided to allow for this requirement.

105.c.

The ODS Label 3 is a two-part, perforated label. The left side is the address side of the label and contains the consignee's address, return address, the postal zip and zone, the account number, the required delivery date, priority, and a block for affixing the postage metering strip. The right side is the packing list/requirement portion of the label. The right side may be separated and packed inside of the container or may be left on the outside of the package if there is sufficient room.

105.d.

A limited quantity of addressee labels requires special handling through the Department of State Pouch Room. These will be segregated and forwarded to the contractor with applicable notations and must be processed as follows. Individual package size will not exceed 45.7 cm (18 inches) in length and no more than 157 cm (62 inches) in length and girth combined. The weight of any one such parcel will not exceed 15 kg (40 pounds) gross.

105.e.

All U.S. and International Mail shipments will be metered prior to release to the U.S. Postal Service. Further instructions on metering mail are found in Section 200.

106.

UNITED PARCEL SERVICE (UPS) SHIPPING

106.a.

UPS packages shall not exceed 65 pounds each.

106.b.

The contractor will be supplied with preaddressed labels (ODS Label 3) to cover all UPS shipments. Accompanying these labels will be a manifest listing which shows various information including DMACSC/DOS shipper number, contractor's address (as local return address), and a breakdown of each package's account number, zip/zone, individual weight, cost, and any special services. This listing is according to the three individual types of UPS service that may be utilized: UPS Next Day Air (UPS1), UPS Second Day Air (UPS2), and UPS Ground Service (UPSS). Each type of service is totaled in addition to a grand total for each set of labels. A transmittal letter will also accompany the labels and manifest. The manifest will be turned over to the UPS driver at the time the pickup is made. The contractor is to obtain a signature from the UPS driver on the transmittal letter and is to return one copy of the letter to DMACSC/DOS along with other returned documentation. These shall be dispatched to DMACSC/DOS within 24 hours of the scheduled FLIP distribution date.

106.c.

UPS may require the contractor to complete paperwork, such as a daily log sheet for the use of UPS. The contractor is to retain the original and send a copy of the log sheet to DMACSC/DOS along with other returned documentation.

106.d.

The UPS manifest is used in lieu of metering. It is important that the contractor pack according to the labels provided so that entries on the manifest will agree with the number of packages picked up.

107.

FREIGHT SHIPPING

107.a.

The mode of transportation utilized will be designated by the DMACSC/DOS Traffic Manager. Upon request, the contractor will furnish the required packing data necessary to select the proper mode of transportation.

107.b.

In addition to those freight shipments covered by Government Bills of Lading (GBLs), there are a limited amount of shipments that are to be picked up directly from the contractor's location by the consignee or his alternate. The contractor will be furnished a telephone number and will be required to call the consignee when the shipment is ready for pickup.

109.

GOVERNMENT BILLS OF LADING (GBL) AND FREIGHT LABEL

109.a.

Prerouted Government Bills of Lading (GBLs), Commercial Bills of Lading, or carrier freight bills, partially completed labels, and customs documents (when applicable) shall be furnished to cover commercial freight carrier services. A Government Bill of Lading will consist of Standard Form 1103 and may also require Standard Form 1109, GBL Continuation Sheet. The contractor will be required to complete the bills of lading prior to release for shipping and to obtain the signature and date from the carrier or the carrier's representative prior to release to the carrier. Entries will be made by the contractor either by typewriter or billing machine on all copies. Entries to be made are:

109.a.(1)

By individual account number, the number of containers.

109.a.(2)

Type of container, i.e., CT, PC.

109.a.(3)

By individual account number, total weight of containers.

109.a.(4)

Totals of columns showing the number of containers and weight of the containers.

109.a.(5)

Example:

<u>No.</u> (1)	<u>Kind</u> (2)	<u>Weights</u> (3)
2	CT TERM USLIAP TEO475 BOOKS W/PAPER OR PAPERBOARD COVERS	100
1	CT TERM USLIAP JMO496 BOOKS W/PAPER OR PAPERBOARD COVERS	50
5	CT TERM USLIAP NOO970 BOOKS W/PAPER OF PAPERBOARD COVERS	<u>250</u>

(4) 8

(4) 400

109.a.(6)

If continuation sheets are required, show (1) through (4) as above for each account on the continuation sheet and total figures for each continuation sheet. Complete entries on original GBL as follows:



No. (1)	Kind (2)		Weights (3)
20	PC	TERM USLIAP TE1324 BOOKS W/PAPER OR PAPERBOARD COVERS AS PER ATTACHED CONTINUATION SHEET #2	1250
32	PC	TERM USLIAP R00911 BOOK W/PAPER OR AS PER ATTACHED CONTINUATION SHEET #3	1500
(4) 52			(4) 2750

## 109.b.

Shipments will be packaged and described on the bill of lading in a manner which will allow the most economical application of the rates and rules of the carrier used as published in their tariffs, tenders, and amendments. At the option of the DMACSC/DOS Traffic Manager, weights and pieces may be entered on the GBL prior to the release to the contractor when the consignee's FLIP requirements have not changed from the previous distribution. When such changes have occurred, pieces and weight must be entered by the contractor. In either case, DMACSC/DOS will have retained two copies of the GBL and will need shipping information to complete remaining copies of GBL.

## 109.c.

The DMACSC Distribution Office, St. Louis (DOS) will partially prepare shipping labels (DD Form 1387) to include data in the following space blocks:

1. Transportation Control Number:
3. "From:
5. "Ship to/POE
6. "Trans Priority"
9. Ultimate Consignee or Mark For"
11. "RDD"
14. "Date Shipped"
15. "FMS Case Number" (if applicable)

## 109.d.

The contractor will complete partially prepared shipping labels to include data in the following space blocks:

10. "Weight (this piece)"
12. "Cube" (applied to Military Air only)
16. "Piece Number"
17. "Total Pieces" (within lot)

109.e.

Containers for overseas military air shipments must have the words "Packed for Air Shipment" stenciled at the bottom of the labeled side. The DMACSC/DOS Traffic Manager will furnish verbage for stencils for this purpose on a one-time basis. Preparation of stencils will be the responsibility of the contractor. The transportation control number will also be stenciled on the container.

109.f.

When requested by the DMACSC/DOS Traffic Manager, the contractor will be responsible for the palletizing or unitizing of all cartons and/or containers of a lot in accordance with requirements, size, and weight specifications. Shipments will be considered to be unitized when affixed to pallets, lightweight platforms or skids, pallet cartons, other unit load devices with pallets, or runners which will enable handling with material handling equipment.

109.g.

Distribution, handling, and processing of GBLs and continuation sheets will be as follows:

109.g.(1)

The original and carrier's copies of GBLs (SF Forms 1103, 1104, 1105, and 1106) will be surrendered to all commercial air carriers, air express, air forwarders, motor carriers, and bus companies at the time shipment is released. The yellow memorandum GBL SF 1103-A copy located within the carrier's copies is to be retained by the contractor to support his files. The remaining SF 1103-A copies and SF 1103-B (blue copy) will be returned to the issuing office (DMACSC/DOS) with all supporting documents (i.e., white "freight carrier" label, packing list, and so forth) attached to each respective GBL set.

109.g.(2)

All supporting documentation, including packing lists, white freight label, and shipper's copy of commercial carrier's bill (air and bus), etc., will be attached to and returned with memorandum copies of GBL to DMACSC/DOS. These shall be dispatched to DMACSC/DOS within 24 hours of the scheduled FLIP distribution date. The mode of transportation for return of these documents will be specified by DMACSC/DOS. Billings, labels, or parcel post labels for their return will be furnished by DMACSC/DOS.

110.

#### QUALITY CONTROL

110.a.

Every order filled against the DMAAC supplied distribution strip list must receive 100 percent inspection of distribution phases in accordance with standards and criteria contained in the DMACSC/DOS, Quality Control, Contractor Quality Program for Distribution of Flight Information Publications (FLIPs) and Related Publications. Distribution phases receiving 100 percent inspection:

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110.a.(1)

Count and Content

110.a.(2)

Packaging

110.a.(3)

Labels

110.b

Application and completion of an "inspection stamp" on each package will provide final verification that each inspection phase was accomplished. The inspection stamp will be applied to each shipping container/envelope.

110.b.(1)

Size of inspection stamp can be variable.

110.b.(2)

Identification of inspector can be by initials or code.

110.b.(3)

Placement of stamp will be on outside of each shipping container/envelope and will not obstruct labels.

110.b.(4)

Suggested stamp format:

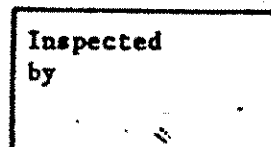


TABLE I

## AUTHORIZED SHIPPING CONTAINERS

<u>Shipment Weight</u>	<u>Authorized Containers</u>	<u>Reference Document</u>
Up to 1" Depth or 1 lb.	LETTER-STYLE ENVELOPE	DMM
From 1" Depth or 1 lb. to 5 lbs.	"FLAT" ENVELOPE	DMM
Up to 3 lbs.	SHRINK-WRAPPED	DMM
Up to 5 lbs.	PADDED OR REINFORCED BAGS	DMM
Up to 5 lbs.	PAPERBOARD BOX	DMM
Up to 5 lbs.	SHRINK-WRAPPED WITH REINFORCED WRAPPING	DMM
Up to 5 lbs.	BAGS, BALES, BUNDLES, AND WRAPS	DMM
Dimension Limitations Refer to DMM & IMM	FIBERBOARD TUBES AND SIMILAR LONG PACKAGES	DMM
Above 5 lbs.	FIBERBOARD BOX, SINGLE WALL, CORRUGATED, MAX DIMENSION: LENGTH + WIDTH + DEPTH/HEIGHT	FED SPEC PPP-B-636J TABLE I, II (TYPE 2) "SPECIAL REQUIREMENTS"
	UP TO 5 LBS: CONUS -- GRADE 175 (60") OCONUS -- W6S, W6C (30")	"
	5 TO 20 LBS: CONUS -- GRADE 175 (60") OCONUS -- W6S, W6C (30")	"
	20 TO 25 LBS: CONUS -- GRADE 200 (75") OCONUS -- W6S, W6C (30")	"
	25 TO 40 LBS: CONUS -- GRADE 200 (75") OCONUS -- W5S, W5C (50")	"
	40 TO 45 LBS: CONUS -- GRADE 200 (75") OCONUS -- V3S, V4S, V3C (75")	"
	45 TO 65 LBS: CONUS -- GRADE 275 (90")	"

TABLE II

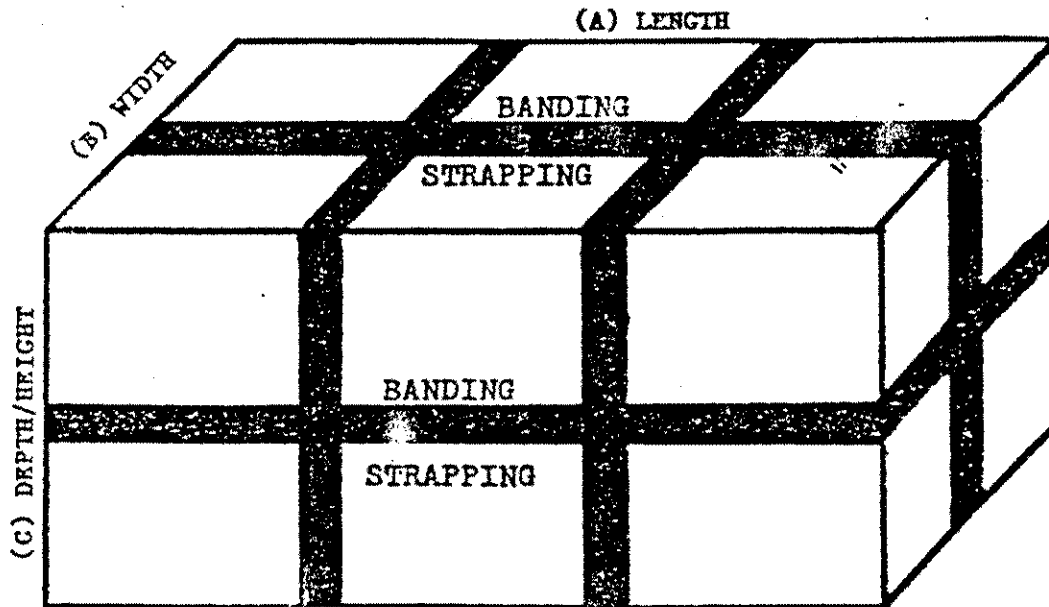
## BANDING CHART

Boxes will be reinforced with banding about every 8 inches in each of the two directions (length and width) around the package.

Box Dimensions (Length/Width)	Number of Bands Required	
	Length (A)	Width (B)
Over 0" up to 8"	0	0
Over 8" up to 16"	1	1
Over 16" up to 24"	2	2
Over 24" up to 32"	3	3

Should box exceed 18 inches in depth/height, banding will be required as shown in Item "C" of banding illustration.

Box Dimension (Depth/Height)	Around Circumference	
	(Depth/Height)	
Over 18" to 30"	1	
Over 30" to 48"	2	

Banding/Strapping Illustration


Band Placement Will Be Equally Positioned Through Specified Dimensions.

**SECTION 200**  
**METERED MAIL EQUIPMENT**  
**AND**  
**OPERATION**

200.

REFERENCES

DMA Manual 4525.6, DMA Mail Procedures Manual.

Domestic Mail Manual.

International Mail Manual.

201.

PURPOSE

To prescribe policies, requirements, and procedures to be utilized in metered mail relative to resource protection.

202.

APPLICABILITY/SCOPE

This instruction applies to DMA Flight Information Publication (FLIP) distribution contractors relative to the processing and resource protection of metered mail utilizing metering equipment and Government funding for the mail costs of the meters. These requirements shall be incorporated with those contracts containing utilization of such equipment and/or funding. The electronic metering systems meter heads, as described within this technical instruction, are for utilization of DMA contract distributions only.

203.

POLICIES AND PROCEDURES

203.a.

A FLIP distribution contractor, unless notified to the contrary, shall furnish or cause to be furnished: equipment (except meter heads), supplies, maintenance, repair/replacement parts, software, delivery, location sites, installation, and operator training, as defined within the technical specifications, paragraph 206., of this technical instruction.

203.b.

FLIP distribution contractors shall be supplied a minimum of two (dependent upon volume) Government-furnished meter heads. One shall be identified as the "primary use" meter head with the second identified as "reserve/backup" meter head. This identity is important as the funding levels for each such meter are individualized. (The "primary use" heads contain postage for each specific distribution cycle plus \$500, while the "reserve/backup" head normally maintains postage averaging required for a heavy distribution cycle.) Should the contractor desire to utilize the "reserve/backup" head also as a primary use meter, the contractor must assume responsibility for assuring that metering and reports will be accomplished on time, taking into consideration the potential for possible breakdowns.

203.c.

The FLIP distribution contractor shall furnish personnel as necessary to insure timely operation of such equipment to achieve distribution requirements of the contract. This shall include the preparation, operation, maintenance of equipment/supplies, and submission of reports/summaries, plus that effort expended in replenishment of postage for the meter heads.

204.

RESPONSIBILITIES

204.a.

Meter Head Licenses/Authorizations. DMACSC/DOS shall provide the necessary license for use of Government meter heads at each distribution point. DMACSC/DOS shall also provide necessary authorizations for "drop shipment" and obtain the "drop shipment" authorization numbers for the contractor in order that they may procure necessary "Ad Plate" dies.

204.b.

Authorized Custodian. The FLIP distribution contractors, in whose custody licensed postage meters are placed, will assign a principal (first line supervisor at minimum) and at least one alternate to act as the custodian for the licensed postage meters and their use. A personnel listing and any revisions thereto shall be maintained at the contractor's site and provided to DMACSC/DOS upon request.

204.c.

Responsibility of Custodians. The custodian and the alternate(s) will possess thorough knowledge as to the operation of the mailing equipment. Users of the equipment are to be trained as to the proper operation. Personnel who are not trained in the mailing function will not be permitted to use mailing machines with Government postage meter heads. A listing of those trained and authorized for use in operation of the equipment shall be maintained on file by the FLIP distribution contractor and provided to DMACSC/DOS upon request.

204.d.

Equipment Maintenance. FLIP distribution contractor custodians will insure that:

204.d.(1)

The equipment is kept clean.

204.d.(2)

Scales are properly balanced, and accuracy is certified at least annually by a local licensed inspector.

204.d.(3)

Sufficient ink and water are in the reservoirs.

204.d.(4)

Arrangements for accomplishment of necessary maintenance/repair work are made.



## 204.d.(5)

Unused meter stamps will be considered for refund only if the meter stamps are complete and legible. If the meter stamp imprinted on tape has not been applied to wrappers or envelopes, it must be submitted by itself. If the tape has been applied to the address label, that whole address label must be submitted for refund, and a new label is to be prepared for shipping. USPS Application and Voucher for Refund of Postage and Fees, PS Form 3533 (Enclosure 200-4E), must be completed and submitted to the post office where the meter head was set. (Provide two copies of PS Form 3533 to DMACSC/DOS within 48 hours after scheduled FLIP distribution date.) Do not let the postmaster issue a check for the refund. The postmaster is to handle the refund through the USPS Penalty Mail Program and credit the Defense Mapping Agency for any refund.

## 204.d.(6)

Timely meter date changes.

## 204.d.(7)

Drop shipment/postmark die (Ad Plates) procured and utilized when appropriate.

## 204.d.(8)

Necessary supplies/forms, etc., are maintained at levels to provide uninterrupted service.

## 204.d.(9)

Preparation and submission of all summaries, reports, and certifications as required.

## 204.e.

Postage Meter Date Change. The date on the meter head and programmed into the printouts will be changed by the FLIP distribution contractor custodians. He/She must ensure that the correct date appears on the meter strips and printouts. The date shall be the date when the mail will be turned over to the USPS. (On drop shipments, the date shown is the date when mail is delivered to the AMF/GMF.)

## 204.f.

Security. Meter heads will be stored in a locked cabinet or safe when not in use during actual distribution operations. Meter heads will not be left unattended by authorized custodians or their alternates during distribution cycles. The custodians are responsible for determination, safeguarding, adding, removing, updating, and displaying passwords in the utility disk for operators and supervisors.

## 204.g.

Replenishment of Postage (Funding will be provided directly to USPS by DMA). Postage meters requiring replenishment of postage will be taken to the servicing post office by the FLIP distribution contractor custodian or alternate(s) after being informed by DMACSC/DOS as to the funds to be replenished within each meter head. Meters must be replenished/reset within six-month periods at a minimum. If not, they shall be presented (with PS Form 3602A or 3603) at the post office for examination.

204.h.

Property Accountability. All Government-furnished postage metering equipment will be accounted for. Additional or replacement equipment for Government-furnished equipment will be procured only in coordination with DMACSC/DOS. The loss, theft, or recovery of a U.S. Government-owned/leased meter will be reported immediately to the DMAAC contracting officer.

204.h.(1)

Liaison. Each activity holding postage meters will initiate liaison with the local servicing postmaster to effect postage procurement action. Replenishment of meters shall be accomplished not less than two workdays nor more than eight workdays prior to commencement of the distribution cycles. DMACSC/DOS will provide the FLIP distribution contractor with a letter for each distribution cycle that will indicate the dollar amount to replenish each meter head. Said letter shall be enclosed with package containing strip lists, GBLs, etc., which is forwarded to the contractor.

204.h.(2)

Records of Postage Replenishment. All records of postage replenishment action and related documents will have original copies maintained at the contractor's site and duplicate copies (two each) forwarded to DMACSC/DOS, 3200 South Second Street, St. Louis, MO 63118-3399. Two copies of PS Form 3603, Receipt for Postage Meter Settings (Enclosure 200-1E), prepared by USPS employee at time of replenishment will be dispatched to DMACSC/DOS within 72 hours after scheduled FLIP distribution date. A monthly postage report (DMA Form 4525-6-R, DMA Metered Postage Report, Enclosure 200-2E) will be prepared by the FLIP distribution contractor custodians; and copies will be forwarded to DMACSC/DOS to arrive no later than 72 hours after the final mail distribution is completed per cycle. Information will be substantiated by custodian entries of PS Form 3602-A, USPS Daily Record of Meter Register Readings (Enclosure 200-3E), which is supplied by the servicing post office. FLIP distribution contractor custodians must ensure that the transfer of postage units from old meters to new meters is reflected on PS Form 3610, USPS Record of Postage Meter Settings (Enclosure 200-5E), and they must submit a copy to DMACSC/DOS accordingly.

204.h.(3)

Daily Register Reading. Daily readings during meter utilization are mandatory to hasten the discovery of meter malfunctions. When meters are set initially, the local licensing post office will issue a booklet of forms (Daily Record of Meter Readings, PS Form 3602-A), which shall be returned to the licensing post office whenever a meter is reset. Each day the meter is operated, the FLIP distribution custodian shall enter the numbers appearing in the ASCENDING and DESCENDING registers of the meter. When added daily, these two numbers represent a control number. If this control number changes (failing to equal the total entered when the meter was last set), something is wrong with the meter. The meter should be taken to the post office for examination and the manufacturer of the equipment should be notified. A faulty meter must not be used under any circumstances. When the meter is reset by postal authorities, a new control number is established. This control number remains the same until the meter is set again. To calculate how much postage is used during a given day or period, subtract today's DESCENDING register reading from the previous day's (or period's) DESCENDING reading. A copy of the

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daily readings for each meter head (PS Form 3602-A, Enclosure 200-3E) shall be dispatched to DMACSC/DOS within 48 hours after scheduled distribution date. All forms should be retained for a minimum of five years after the date of final entry unless longer retention is required by contract.

## 204.h.(4)

Summary/Report Information. Printouts containing individual line transactions and summary/report information as defined within these instructions shall be produced by the FLIP distribution contractor metering system custodian and/or alternates on each of the meter systems utilized. This shall be accomplished no later than the conclusion of each distribution cycle. Should the meter systems be incapable of retaining data for a full distribution cycle, printouts shall be made at the end of each workday or shift as necessary. Should a distribution cycle fall so that mail metering is required to overlap into another month, inquiry reports and expenditures accountability will be required for each separate month. Said printouts, statements, and reports shall be dispatched to DMACSC/DOS within 48 hours after scheduled distribution dates or unscheduled dates for UCNs.

## 205.

QUALITY ASSURANCE REQUIREMENTS

## 205.a.

FLIP distribution contractors utilizing such equipment shall comply with the requirements of the "Contractor Quality Program for Distribution of Flight Information Publications", as defined within the contract.

## 205.b.

Periodic inspections at the locale of the metering system shall be performed by Government personnel (DMACSC, USPS, DMA, etc.) to insure conformance to this instruction, to verify the metering system's integrity, and to provide for Government resource protection.

## 206.

TECHNICAL SPECIFICATIONS

## 206.a.

General

## 206.a.(1)

This technical specification has been prepared by DMACSC/DOS for particular needs. It is based on currently available technical information and contains sufficient detail to describe those physical, functional, or other characteristics of the electronic mailing systems which are required for its effective use. Any part or component necessary for its effective and proper operation, even though not specifically described or listed herein, shall be supplied with the equipment.

## 206.a.(2)

The FLIP distribution contractor, unless notified to the contrary, shall furnish or cause to be furnished equipment, supplies (including Ad Plates with drop shipment data), postal service and DMA forms, maintenance, repair/replacement parts, software, delivery, installation, and operator training. Such action is necessary to manage, operate, and accomplish the weighing, metering, and application of postage to packages in a manner that will enable timely distribution of Department of Defense FLIPs. Meter heads will be provided and funded by the Government.

206.a.(3)

Systems shall conform to the requirements of the manufacturer and shall be listed as authorized/identified in the USPS domestic and international mail manuals and related USPS weekly postal bulletins.

206.b.

Hardware Requirements

206.b.(1)

Hardware requirements for the electronic metering system shall be comprised of, but not limited to, the following:

206.b.(1)(a)

Weighing Scale

206.b.(1)(b)

Postage Meter Unit and Meter Heads

206.b.(1)(c)

Processing Unit and Journal Document Printer

206.b.(2)

The weighing scale shall accomplish the following:

206.b.(2)(a)

Accurately weigh packages ranging from zero (0) to seventy (70) pounds.

206.b.(2)(b)

Compute postage rates, special fees, and services and transact zip code to zone conversions as noted in software specifications.

206.b.(2)(c)

Accurately compute weight within one-twentieth ( $1/20$ th) of an ounce of each item rounding to the nearest one-half ( $1/2$ ) ounce.

206.b.(2)(d)

Be provided with adequate protection against power line fluctuations.

206.b.(2)(e)

Be capable of locking into a rate and/or zone, class of service, invoice account number, customer I.D., and special fee for continuous processing of like classes and/or zoned parcels. Provide rate shipping capability for use when processing international mail.

206.b.(2)(f)

Weigh only dead weight. Once the weight is determined, the scale shall not be subject to fluctuations/variations.

206.b.(2)(g)

Contain a nonvolatile rate structure that is not subject to alteration or erasure.

206.b.(2)(h)

Provide error code notification in system operations.

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206.b.(2)(i)

Contain a display panel/monitor that will clearly display transaction weight, zone, and computed rates for letters and packages.

206.b.(2)(j)

Interface with the required system hardware and software.

206.b.(3)

Electronic postage meter unit and the Government-furnished meter heads shall accomplish those requirements as defined within the USPS domestic and international mail manuals along with the following requirements:

206.b.(3)(a)

Have capability of meter head being secured onto the tape dispensing unit.

206.b.(3)(b)

Hold up to \$99,999.99 in the descending register.

206.b.(3)(c)

Print tapes from zero (0) through a minimum of \$99.99 in one-cent increments.

206.b.(3)(d)

Capability of imprinting images onto postage tape mediums and/or directly onto envelopes.

206.b.(3)(e)

Imprint Penalty Mail Indicia, "U.S. OFFICIAL MAIL. Penalty for Private Use \$300.00", on each stamp.

206.b.(3)(f)

Be able to print the drop shipment authorization number simultaneously with meter imprint (Ad Plate).

206.b.(3)(g)

Become activated only after full accounting data has been entered and retained.

206.b.(3)(h)

Provide ascending and descending meter head readings.

206.b.(3)(i)

Be capable of handling 5,000 parcels per 24-hour day.

206.b.(3)(j)

Interface with the required system hardware and software.

206.b.(4)

The processing unit and document printer shall accomplish the following:

206.b.(4)(a)

Be capable of printing an 80-column hard copy of all transactions and summaries which shall contain at minimum the following:

206.b.(4)(a)1.

Audit trail of all transactions.

206.b.(4)(a)2.

Daily dated transaction records [see paragraph 206.c.(2)(m)] for each item as it is processed.

206.b.(4)(a)3.

Printing those summaries/reports as identified in paragraph 206.c.(n)1. of this document.

206.b.(4)(b)

Interface with the required system hardware and software.

206.c.

Software Requirements. Software requirements for the electronic metering systems shall include, but not be limited to, the following:

206.c.(1)

Software shall accomplish the following:

206.c.(1)(a)

"Zip to Zone" conversion.

206.c.(1)(b)

System shall accommodate the following USPS rates: first class, priority mail, third class, fourth class, book, registry of \$1,000.00 without insurance, certified, return receipt, special handling, express mail (post office to addressee), and international surface and air to all countries.

206.c.(2)

Software required for accountability of the metering system shall accomplish the following:

206.c.(2)(a)

Accept and record the use of fifty (50) run/batch code identifiers, each consisting of a minimum of four (4) alphanumeric characters (customer I.D.). These codes shall be able to be variably programmed.

206.c.(2)(b)

Run/Batch code identifiers shall be able to be locked out, deleted, and/or modified by authorized personnel only.

206.c.(2)(c)

System shall record and retain any and all transactions conducted.

206.c.(2)(d)

Automatically record and retain value and piece count of direct imprinted (nontaped) mail separate from "dispensed" or "taped" mail.

206.c.(2)(e)

Record an invoice/addressee account number up to seven (7) alphanumeric characters.

206.c.(2)(f)

Be able to clear an incorrect entry prior to transaction.

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206.c.(2)(g)

Shall not transact incomplete entries nor unauthorized entries.

206.c.(2)(h)

Shall automatically display error transaction message.

206.c.(2)(i)

Shall have special security codes for operator entry of transactions.  
Shall have separate security codes for authorized personnel entry into data banks of cost center codes and all summaries/printouts.

206.c.(2)(j)

Capable of providing both daily and accumulative summary/report printouts.

206.c.(2)(k)

Provide selected run/batch code identifier printouts when desired (see paragraph 206.c.(2)(n)3.).

206.c.(2)(l)

Alpha operator prompts shall be used as opposed to flashing light operator prompts.

206.c.(2)(m)

Provide dated, detailed, hardcopy summaries/reports in the following sequences:

206.c.(2)(m)1.

Individual Line Item Transaction Printout. Shall provide individual line item transaction printout showing each package/letter with invoice/addressee account number; run/batch code; mode of shipment; zone of first three digits of zip code, or rate code; weight; cost; summary of transaction when applied to the same invoice/addressee account number; and notations when entries are aborted due to failure of meter or register to trip. Meter head identification shall be annotated onto such copy.

206.c.(2)(m)2.

Invoice/Addressee Account Number. A listing of each transaction encompassing individual invoice/addressee account numbers (one to seven characters); department/identification run/batch codes (minimum of four characters); mail class; zone or zip to zone conversion showing first three digits of zip code; weight (pounds and ounces); postage; charges; special services; and date of transaction with totals and subtotals.

206.c.(2)(m)3.

Totals by Custom Identification (Run/Batch) and Subtotaled by Class of Service (USPS Mode). This summarized inquiry report shall include item number, custom (run/batch), invoice (account), SN ("I"), class of service, zip code, zone, pieces, pounds and ounces, charges, fees, and Custom 2 (meter head I.D.) with subtotals and totals.

206.c.(2)(m)4.

Totaled by Class of Service (USPS Mode) and Subtotaled by Zone. This summarized inquiry report shall include invoice (account), custom (run/batch), item number, class of service, zip code, zone, pieces, pounds and ounces, charges and fees with subtotals and totals. NOTE: This report will be utilized by the FLIP contractor to prepare the DMA Metered Postage Report.

206.d.

Environmental, Safety, and Security Requirements

206.d.(1)

Equipment Site Preparation. The FLIP distribution contractor shall meet those environmental, electrical, safety, security, and any other requirements of the proposed equipment.

206.d.(2)

Environmental. Electronic mailing systems will be operated in the conditions listed below:

206.d.(2)(a)

Temperature: 55° to 110° Fahrenheit.

206.d.(2)(b)

Humidity Range: 40 percent to 100 percent saturation.

206.d.(2)(c)

Electric: 120-volt outlets.

206.d.(3)

Safety:

206.d.(3)(a)

OSHA-approved safety devices must be incorporated into the electronic mailing systems.

206.d.(3)(b)

The electronic mailing system manufacturer must provide certification that noise level at the distance of ten (10) feet in any direction from the electronic mailing system shall not exceed 80 decibels during operation as measured on the "A" weighted scale. Measurement will be made in a room not smaller than 20' x 30' x 8' high.

206.d.(4)

Security. No special security requirements other than those previously stated.

206.e.

Training Requirements.

206.e.(1)

The FLIP distribution contractor shall provide for operator training that shall be designed to thoroughly instruct a sufficient number of personnel at each site for the operation of the equipment. This training shall focus on the equipment operating procedures, capability, and technical factors.

206.e.(2)

Training courses shall include all required manuals, handouts, and other training aids for all persons to be trained.



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206.e.(3)

FLIP distribution contractor shall have the systems operational and shall have training completed prior to the first distribution cycle of the contract.

206.e.(4)

Operating and Maintenance Manuals. The FLIP Distribution Contractor shall provide and maintain all equipment manuals and publications required to properly maintain and operate the equipment.

206.e.(5)

Reading the FLIP Shipping Label to Meter the Mail (Enclosure 200-6E).

206.e.(5)(a)

Class of Service. Compare what is or what is not on the shipping label to determine:

<u>If the label says---</u>	<u>Class of Service</u>
FIRST CLASS MAIL	1st/PRIORITY
PRIORITY	1st/PRIORITY
MOM	3rd/4th
(IF BLANK, NOTHING STAMPED)	3rd/4th
AIR MAIL	INT'L AIR
AIR LETTER PACKAGE	INT'L SURFACE

NOTE: Disregard the stamp "Air Handling Required" shown on Department of State Pouch Room labels. This is for their internal handling. All foreign addressee shipments are to the INT'L AIR unless it says "AIR LETTER PACKAGE" on the label. See "Special Services" [paragraph 206.e.(7)] for instructions on processing other classes of service.

206.e.(5)(b)

Zip Code. Enter the first three digits of the zip code. If metering a drop shipment APO/FPO, do not use the addressee's zip code, but enter the first three digits of your company's local zip code.

206.e.(5)(c)

Account Number (INVOICE). Enter the six-digit account number. When metering drop shipments, add a seventh, the letter "d" to the account number.

206.e.(5)(d)

Run/Batch Number (CUSTOM). This is the four numeric or numeric/alpha digits found at the lower edge of the label under the consignee's address

206.e.(6)

Determining the Type of Package Category for International Mail. "Shop" through the following categories to determine the lowest cost that is acceptable:

Letter and Letter Packages (use for Air Letter Packages)

Parcel Post

Regular Printed Matter (do not use if product is over 25 pages)

Books and Sheet Music (cannot be used for charts)

Small Packets

206.e.(7)

Processing Special Services. Included, but not limited to, in this category are Express Mail, Certified Mail, Registered Mail (up to \$1,000 without insurance), and Return Receipt Requested.

206.e.(7)(a)

Express Mail

206.e.(7)(a)1.

Requires PS Label 11-B (March 85) to be completed with the "return" and "to" addresses and affixed to the package(s).

206.e.(7)(a)2.

Process same as domestic mail up to the class of service point.

206.e.(7)(a)2.a.

Select class of service, USPS, EXP DOM, or EXP INT'L, depending on the addressee's location. (Normally you will only use EXP DOM.)

206.e.(7)(a)2.b.

Make selections from subclasses, i.e., POST OFFICE TO ADDRESSEE.

206.e.(7)(b)

Certified, Registered, and Return Receipt Requested.

206.e.(7)(b)1.

Select class of service, USPS and PRIORITY.

206.e.(7)(b)2.

Indicate "CERT", "REG", or "AOD RT RC" (Return Receipt Requested) as needed. The class of service, "CERTIFIED" or "REGISTERED", will be stamped on the mailing label "AOD RT RC" (Return Receipt Requested); if the PS Form 3811 is checked in Block 1, you want addressee's address.

206.e.(7)(c)

Nonstandard or Oversized Mail. All mail meeting the following criteria is considered nonstandard or oversized and must have an additional 10-cent surcharge added to each piece:

206.e.(7)(c)1.

Must weigh 1 ounce or less and...

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206.e.(7)(c)2.

Have dimensions exceeding 11½ inches in length or 6-1/8 inches in height, or ½ inch thickness or its aspect ratio (length divided by height), which does not fall between 1 to 1.3 and 1 to 2.5 inclusive, and...

206.e.(7)(c)3.

Must be First Class Mail.

206.e.(7)(d)

Drop Shipments

206.e.(7)(d)1.

Drop shipments are specific APO/FPO mail shipments designated for delivery to a specified airport or general mail facility.

206.e.(7)(d)2.

Drop shipments must include the Ad Plate imprint along with the Penalty Mail Indicia imprint when metered.

206.e.(7)(d)3.

An Ad Plate imprint includes:

CITY  
DROP SHIPMENT  
AUTHORIZATION (Number)

206.e.(7)(d)4.

To determine which Ad Plate is appropriate, match the Ad Plate imprint city to the corresponding APO/FPO listed below:

Label Address

Ad Plate

APO/FPO NY (09)

JAMAICA OR CHICAGO

APO/FPO SF (96)

SAN FRANCISCO

APO/FPO SEA (98)

SAN FRANCISCO

206.e.(7)(d)5.

To determine which mailing labels/packages are identified for drop shipping, look at the consignee's address on the mailing label. If the following criteria is met (answer "yes" to each question), it is a drop shipment:

1. Is the address an APO/FPO for NY, SF, or SEA?
2. Is zone shown on label (in lower right hand corner of address portion of label) as "1"?
3. Is the class of service PRIORITY or MOM?

March 1990

U. S. POSTAL SERVICE																																																																																																			
RECEIPT FOR POSTAGE METER SETTINGS																																																																																																			
No. 40		DATE <u>27 Sept 90</u>																																																																																																	
ORIGINAL to Customer (Valid for 1 Year)		CHECK IF THIS IS FIRST SETTING <input type="checkbox"/>																																																																																																	
METER VALUE		MFG. CODE		METER NO.																																																																																															
<u>101</u>		<u>8</u>		<u>61516161616</u>																																																																																															
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POST OFFICE		MARYVILLE GARDENS STATION 2920 MERAMEC ST. ST. LOUIS, MO. 63118																																																																																																	
<table border="1"> <tr> <td>5</td> <td>Posted To Meter Setting Record</td> <td><input checked="" type="checkbox"/></td> <td colspan="7"></td> </tr> <tr> <td>6</td> <td>Line 7 Verified With Meter</td> <td><input checked="" type="checkbox"/></td> <td colspan="7"></td> </tr> <tr> <td>7</td> <td>Descending Register AFTER Setting</td> <td></td> <td>9</td> <td>7</td> <td>1</td> <td>8</td> <td>2</td> <td>6</td> <td></td> </tr> <tr> <td>8</td> <td>Number Units Set (Same as 4)</td> <td></td> <td>5</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Descending Register BEFORE Setting</td> <td></td> <td>6</td> <td>7</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Ascending Register BEFORE Setting</td> <td></td> <td colspan="7">SAMPLE</td> </tr> <tr> <td>3</td> <td>Old Control Total (1 plus 2)</td> <td></td> <td>5</td> <td>3</td> <td></td> <td>4</td> <td>5</td> <td>7</td> <td>2</td> </tr> <tr> <td>4</td> <td>Number Units Set</td> <td></td> <td>3</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>5</td> <td>New Control Total (3 plus 4)</td> <td></td> <td>5</td> <td>6</td> <td>7</td> <td>4</td> <td>5</td> <td>7</td> <td>2</td> </tr> </table>										5	Posted To Meter Setting Record	<input checked="" type="checkbox"/>								6	Line 7 Verified With Meter	<input checked="" type="checkbox"/>								7	Descending Register AFTER Setting		9	7	1	8	2	6		8	Number Units Set (Same as 4)		5	0	0	0	1			1	Descending Register BEFORE Setting		6	7						2	Ascending Register BEFORE Setting		SAMPLE							3	Old Control Total (1 plus 2)		5	3		4	5	7	2	4	Number Units Set		3	0	0	0	0	0		5	New Control Total (3 plus 4)		5	6	7	4	5	7	2
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POSTMASTER, per <u>K. Baehle</u> PG Form 3852, Jan. 1982																																																																																																			

March 1990

DMA METERED POSTAGE REPORT  
RCS: DMA(PPD)(H) 4525.6

(Component/Office)

(Month/Year)

MAIL CLASS/SERVICE	METER #	METER #	METER #	TOTAL
First Class				
Air Mail				
Priority				
Third Class				
Fourth Class				
Registered				
Certified				
Special Delivery				
Books				
Special Handling				
Express				
Total Postage Used				

CUSTODIAN:

SETTINGS BY DATE/AMOUNT				
al Settings				

DIA FORM: 4525-6-R

Enclosure 200-2F

March 1990

## U.S. POSTAL SERVICE

DAILY RECORD OF METER REGISTER READINGS  
for POSTAGE METER NO.

THIS METER MUST BE SET OR EXAMINED AT

ALBANYVILLE GARDENS STATION  
2920 H. H. HARRIS BLVD.  
ST. LOUIS, MO, 63118  
(Post Office) (State)

PRESENT THIS BOOKLET WHEN ADDITIONAL POSTAGE  
IS PURCHASED OR METER IS EXAMINED

PERIOD COVERED

Meter No - 640013

CHANGE DATE DAILY

LICENSE NO

G-189

LICENSE HOLDER

OMASC/DOCS

ADDRESS

8900 Broadway

COUNTERFEITING OF POSTAGE METER IMPRESSIONS  
IS PUNISHABLE BY A FINE OF NOT MORE THAN  
\$500.00 OR IMPRISONMENT OF NOT MORE THAN  
5 YEARS OR BOTH (18 USC, SEC 361)

PS Form 3602-A  
Sep. 1979

Enclosure 200-1F

Month of

19

Day

(A)

Ascending Register

(B)

Descending Register

Total of Columns  
(A) and (B)

(C)

March 1990

U.S. POSTAL SERVICE  
APPLICATION AND VOUCHER FOR REFUND  
OF POSTAGE AND FEES

When Discarded

Complete in duplicate by typewriter, ink or indelible pencil and submit to the Postmaster with envelope or wrapper or portion thereof having names and addresses of sender and addressee, canceled postage and postal markings. See 147, Domestic Mail Manual (DMM)

4-90-A

**PRIVACY ACT:** The collection of this information is authorized by 39 U.S.C. 401, 403, 404. This information will be used to reimburse you when no service is rendered or when postage and fees are paid in excess of the lawful rate. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigative or prosecutorial purposes, to a congressional office at your request, to a labor organization as required by the NLRA, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary; however, if this information is not provided, a refund will not be considered.

**PART I—APPLICATION**  
(To be completed by Customer)

Customer's Name (Print or type)

Telephone No.

Mailing Address

City, State and ZIP Code

Refund For

- ☐ Postage and special service fees paid on accompanying matter which is itemized in Part IV on reverse. (AIC 536)
- ☐ Complete and legible unused or spoiled meter stamps less than one year old, which are itemized in Part IV on reverse. (AIC 536)
- ☒ Unused units in discontinued meter. (AIC 536)
- ☒ P.O. Box Service (AIC 535) ☐ Caller Service (AIC 535) (List Numbers below)
- ☒ Other (Explain) \_\_\_\_\_

(Date of application)

(Signature of applicant and title, if any, on original only)

**PART II—VERIFICATION OF REFUND**  
(For Post Office Use Only)

Post Office, State and ZIP Code

Station or Branch

Date

(Signature of witness)

(Certifying employee)

**PART III—RECEIPT FOR REFUND**

Received from the Postmaster at the office named above, refund in the amount of \$

(Date)

(Signature of Payee or Treasury Check or Money Order Number)

Use the signature of payee if payment is made in cash. Where used, show Treasury check or money order number in lieu of payee's signature.

PART VI  
FOR POST OFFICE USE ONLY

[illegible]



DEN. NATION <input type="checkbox"/> SINGLE <input type="checkbox"/> MULTI <input type="checkbox"/> OMNI	INSTRUCTIONS. 1. When instructed to
---	-------------------------------------

INSTRUCTIONS: 1. When presented for initial testing, enter readings of each register in columns 3 and 4, respectively, whether zero or otherwise, and include the total increase in column 5.

2. When a meter is presented for retesting, add the preceding and following readings to determine whether the total equals the last entry in column 5.

3. If the total of registers does not equal last entry in column 5, meter shall not be retest but shall be removed from service.

4. When retesting meter, always use total furnished by manufacturer for this purpose.

5. When retesting, each meter and supply lead seal.

6. Verify entries on this sheet with each seal.

[illegible]

PS Form 3810  
Oct. 1977

DATE RECEIPT NO. (11) (12)

READING OF REGISTERS BEFORE SETTING  
ASCENDING (13) DESCENDING (14)

IMPRESSIONS OR  
UNITS BOUGHT (15)

AMOUNT COLLECTED (16)

DESCENDING REGISTER  
AFTER SETTING (17)

CONTROL TOTAL  
COL. 1 PLUS COL. 7 (18)

LET BY (19)

AMOUNT FORWARD

CARRIED FORWARD

**STEP 1: Class of Mail**

**STEP 2: First Three Digits of Zip Code.** NOTE: If metering a drop shipment, do not use addressee's zip code. Use your company's first three digits of zip code.

**STEP 3: Account Number (INVOICE).** NOTE: Will be six digits. When metering drop shipments, add the seventh digit "D". See Annex A for Drop Shipments.

**STEP 4: Run/Batch Number (CUSTOM).**

**STEP 3: ACCOUNT NUMBER**

**STEP 1: CLASS OF MAIL**

DNACSC  
FROM: IMA  
WASHINGTON DC 20315-0010

DEPARTMENT OF DEFENSE OFFICIAL BUSINESS	
20 OCT 86	1
1	1

**PRIORITY**

X04080 BATCH 6 1420 3 PRIORITY MAIL  
STOCK CODE 1021500000 135 4 025 0 DESTINATION  
1021700000 2 EREN SET 2 EREN SET

X04080  
6510 TEST WING  
BASE OPERATIONS/BLDG 1200  
EDWARDS AFB, CA 93523-5000

TELECOMMUNICATIONS NUMBER

17396 2018 8

END LABEL 1

**STEP 4: RUN/BATCH NUMBER**

**STEP 2: ZIP CODE**

# Enroute Printing And Distribution Contract Call Order #1

Effective Date: November 1, 2001

TO: Travis Ickes, AMZ-110  
Order Number: DTFA-02-01-F-10000  
(This is a Prompt Payment Contract. Please pay within 10 days.)

FROM: William M. Maynard, AVN-502  
COTR

SUBJECT: Authorization to pay Acme Map Incorporated for the Printing and Distribution of  
Enroute Navigation Charts, Contract No. DTFA-02-01-C-00000

The requirements under this Call Order have been received, reviewed and approved. **Please apply the 1% discount** when paying the attached Contractor's invoice. If you have any questions, I can be reached in Silver Spring, MD at 301-713-1983.

DTFA-02-01-C-00000  
Contract Number

10/24/01  
Date Work Received

10/25/01  
Date Invoice Received

Total Chart Production: 750,000

Accounting Data: 1A.X01-.0---.44P---.8W24---.2409.480100.S---.2.5A21----  
SSC: 693280 (DOT/FAA/NACO/AVN-502)

Award Number: DTFA-02-01-F-10000

\_\_\_\_\_  
COTR Signature

/ /  
Date Signed

Printing Cost: \$ 000,000.00  
1% - 10 days \$ - 0,000.00

**Total Cost w/discount = \$ 000,000.00**

Please pay the contractor: \$ 000,000.00